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ABSTRACT

Both general and miscellaneous policy statements from 47 public libraries of the Pacific Northwest Library Association have been compiled in this manual. Among topics covered by "general" policies are board of trustees, buildings, confidentiality of circulation records, displays, gifts, materials selection, personnel, public relations, and weeding. Subjects addressed by "miscellaneous" policies include cable television public access channels, code of ethics for library employees, equipment loans, organization and structure, problem patrons, public records inspection and copying, and sales in the library. Attachments include statements on Free Access to Libraries for Minors, the Freedom to Read, and the Library Bill of Rights from the American Library Association, as well as the Washington Library Association Statement on Freedom to Read. (JD)

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MANUAL OF LIBRARY POLICIES

Compiled by The Public Libraries Division

PACIFIC NORTHWEST LIBRARY ASSOCIATION

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PARTICIPATING LIBRARIES

Many thanks to these libraries for submitting policies to be included in this Manual of Library Policies.

Astoria Public Library. Astoria, Oregon
Baker County Library. Baker, Oregon
Bellingham Public Library. Bellingham, Washington
Boise Public Library and Information Center. Boise, Idaho
Caldwell Public Library. Caldwell, Idaho
Coos Bay Public Library. Coos Bay, Oregon
Corvallis Public Library. Corvallis, Oregon
Edmonds Community College; Library Media Center. Edmonds, Washington
Eugene Public Library. Eugene, Oregon
Everett Public Library. Everett, Washington
Fort Vancouver Regional Library. Vancouver, Washington
Greater Victoria Public Library. Victoria, British Columbia
Jackson County Library System. Medford, Oregon
Juneau Memorial Library. Juneau, Alaska
Kelso Public Library. Kelso, Washington
Klamath County Library. Klamath Falls, Oregon
Lake Oswego Public Library. Lake Oswego, Oregon
Lane County Museum; Library. Eugene, Oregon
Lewis & Clark Library. Helena, Montana
Lewistown City Library. Lewistown, Montana
Linn-Benton Community College; Learning Resource Center. Albany, Oregon
Lower Columbia College; Library. Longview, Washington
Malheur County Library. Ontario, Oregon
Mid-Columbia Regional Library. Kennewick, Washington
Montana Historical Society; Library. Helena, Montana
Montana State University; Library. Bozeman, Montana
Multhomah County Library; Library Association of Portland. Portland, Oregon
Neill Public Library. Pullman, Washington
North Central Regional Library. Wenatchee, Washington
Okanagan Regional Library. Kelowna, British Columbia
Oregon Historical Society; Library. Portland, Oregon
Oregon State Library. Salem, Oregon
Oregon State University; William Jasper Kerr Library. Corvallis, Oregon
Pierce County Library. Tacoma, Washington
Renton Public Library. Renton, Washington
Salem Public Library. Salem, Oregon
Seattle Public Library. Seattle, Washington
Shelton Public Library. Shelton, Washington
Sno-Isle Regional Library. Marysville, Washington
Spokane Public Library. Spokane, Washington
Tacoma Public Library. Tacoma, Washington
Timberland Regional Library. Lacey, Washington
Toledo Public Library. Toledo, Oregon
Treasure Valley Community College; Library. Ontario, Oregon
University of Oregon; Health Sciences Libraries. Portland, Oregon
Washington State University: Library. Pullman, Washington
Whitman County Library. Colfax, Washington

BOARD OF TRUSTEES

The Library Board

Baker County Library
Adopted January 29, 1976
Amended February 23, 1978
Amended September 28, 1978

The Library Board shall consist of seven members, representative of geographical areas of the county in so far as possible and three nonvoting advisory members. Terms are from July 1st for four years, and no person shall hold appointment for more than two full consecutive terms.

The Board shall annually select a chairman and a vice chairman.

The Board shall meet monthly, the last Thursday of each month at 7:30p.m. except when Thursday falls on a legal holiday.

The Librarian shall present to each member a copy of the agenda for the meeting.

Policy as set forth by County Court Resolution: The governing body of Baker County will appoint the head librarian upon recommendation from the Library Board and the Library Board will have the duties and be responsible for the following:

1. Library Board will be responsible for the staff, fixing their compensation within the budget guidelines and determining the staff's working conditions and prescribing their duties.

2. Formulating the rules and policies for the governance of the Library.

3. Preparing the submitting an annual budget request.

4. Approving all expenditures from the budgeted library fund or the budgeted library building fund.

5. Acceptance, use or expenditure of any real or personal property or funds donated to the Library, or purchase, control or disposal of real and personal property necessary for the purposes of the Library, except that each donation shall be administered in accordance with its terms, and all property or funds shall be held in the name of Baker County governing body.

6. Selection of sites for public library services.

7. Entering into contracts covered by budget items as designated by the governing body.

8. Such other activities as the governing body may assign by recording said assignments in future minutes of the Court.

It is the duty of the Board members to be alert to and to be aware of the activities and functions of the Library, and to make suggestions or recommendations to the Board for possible action that the best possible library service may be given.

Board members may not be paid a salary, but may be reimbursed for expenses incurred in the performance of their duties.

Selection and Appointment of Trustees

Boise Public Library
Adopted October 3, 1973

City or municipal libraries are established and operated under the Idaho Code, Chapter 26, Sections 33-2602 to 33-2608. The Boise City Code, Chapter 2, Section 4, specifically outlines the procedures for Boise Public Library.

A. Number of trustees to be appointed:
A board of five library trustees, selected from the citizens at large, shall be appointed by the City Council. The board favors the established custom of the inclusion of two nonvoting members of the City Council who attend board meetings and act as liaison for the library board and city government.

B. Term of Office:
Library trustees shall hold their office five years from date of appointment and until their successors are appointed. The term of one board member will expire each year. It is recommended that trustees serve no more than two consecutive terms of five years each.

C. Vacancies:
All vacancies on the board shall be reported to the City Council within five days by the Board of Trustees and shall be filled by appointment in the same manner as appointments are made originally. Appointments to complete an unexpired term shall be for the residue of the term only.

D. Officers:
Said Board of Trustees shall elect at the September meeting from their members a president and a vice-president who shall serve for a term of one (1) year and until his or her successor is elected; no officer shall serve more than two consecutive terms; and shall adopt such rules for the transaction of business as may be necessary (Board meeting September 8, 1976).

E. Salary:
All members of the Board of Library Trustees and the officers thereof shall serve without salary or any compensation whatsoever.

F. Meetings of the Board:
It shall meet for business purposes at least once a month, and at such other times as it may appoint, in a place to be provided for the purpose. A majority of the Board shall constitute a quorum for the transaction of business.

Powers and Duties of Trustees

A. It shall be the duty of said Board of Trustees of the Library to have and they shall have control of the expenditures of all moneys collected for the Library Fund, and such moneys shall be drawn from the City Treasury upon vouchers properly authenticated by the Board of Library Trustees; said Board of Trustees shall have the supervision, care, and custody of the room or building constructed, leased or set apart for library purposes, and they may, with the approval of the Council, lease

and occupy or purchase or erect on purchased ground, any appropriate building provided that not more than one-half (1/2) of the income in any one year can be set apart in said year for such purchase of building. Said Board of Trustees may appoint a Library Director and such assistants and employees as may be necessary for the proper maintenance of such library, and may fix their salaries and prescribe rules for their conduct. Said Board shall make and adopt such bylaws, rules, and regulations for their own guidance and for the government of the library and reading room as may be expedient.

B. The Board shall take charge of the public library and reading rooms, and the branches thereof, and of all real and personal property thereunto belonging, or what may be acquired by loan, purchase, gift, devise or otherwise, when not inconsistent with the terms and conditions of the gift, devise or bequest. Said public library and reading rooms are now situated in the library building at 715 Capitol Boulevard, Boise City, Idaho, and shall be designated and known as Boise Public Library and Information Center.

C. The Board, by a majority vote of all its members to be recorded in its minutes with the ayes and nays, shall have power:
   1. To select a library director and such assistants as may be necessary.
   2. To make and enforce all rules, regulations, and bylaws necessary to administer, govern, and protect the library and reading rooms and branches thereof, and all property belonging thereto, or that may be loaned thereto. They shall determine any question of policy.
   3. To administer any trust declared or created for such library and reading rooms and branches thereof, and provide memorial tablets and niches to perpetuate the memory of those persons who may make valuable donations thereto.
   4. To define the powers and prescribes the duties of all officers and assistants, and for good and sufficient cause remove any officer or assistant.
   5. To purchase books, journals, publications, and other personal property.
   6. The board adopts a yearly budget with the advice and assistance of the Library Director, allocating the proper amounts for books, salaries, maintenance, and other operating expenses.
   7. The board, with the assistance of the Library Director, must prepare the necessary and proper reports for the city government and for the State Library Board.

<u>Powers and Duties Held Jointly by Board and Library Director</u>

A. Public Relations and interpreting the library to the public.

B. Preparation of the budget.

C. Obtaining adequate funds for library operation.
   1. At budget hearings, the board presents the financial requirements of the library and the reasons for them; the library director answers questions on administration and financial details.

D. A program of planned growth and improvement of library and library service.

E. Purchase of books and library materials (consistent with the policy determined by the board) and purchase of equipment.

F. Financial records and the presentation of a financial summary at each board meeting.

Other Duties Held by Library Director

A. Is responsible for general administration and supervision of the entire operation of the library.

B. Recommends employment of personnel and supervises their work.

C. Attends all or part of each board meeting, as desired by board.

D. Cooperates with services, civic, educational, and professional organizations of the city.

E. Provides extension of local book collection through interlibrary loan and other means.

Rules and Regulations of the Board of Trustees

Tacoma Public Library
Adopted September 8, 1953
Amended to May 20, 1975

Article I - Organization

Section I - Annual Meeting

The annual meeting for the organization of the Board of Trustees of the Tacoma Public Library, hereinafter referred to as the Board, shall be held at the time of the regular monthly meeting for the month of September in the Board Room of the main library or at any other location agreed upon and announced at the prior meeting of the Board.

Section II - Officers

Officers of the Board shall be chosen at the regular annual meeting of the Board and shall be as follows: President, Vice-President.

Each of these officers shall hold office for one year or until his successor is elected and qualified. A majority vote of the entire Board shall be necessary for election. A vacancy occurring in either of the offices may be filled at a regular meeting of the Board.

Section III - Duties of Officers

The President of the Board shall preside at all meetings, appoint all committees, certify all bills approved by the Board, authorize call for any special meetings, and generally perform the duties of a presiding officer.

The Vice-President shall preside in the absence of the President.

The Director of the Tacoma Public Library shall serve as secretary of the Board and shall keep a true account of all proceedings of the Board meetings, present all bills, and make a financial statement to the Board at each meeting.

In the absence of the Secretary the President shall appoint a secretary pro tem to record the minutes of the meeting.

Section IV - Quorum

A quorum for the transaction of business shall consist of three members of the Board. At all regular meetings the members present will wait until fifteen minutes have elapsed and if there are then not enough members to provide a quorum the meeting will be adjourned.

Section V - Committees

There shall be no standing committees and it will be the general practice to meet as a committee of the whole. Special committees for the study or investigation of special problems may be appointed by the President, such committees to serve only until the completion of the work for which they were appointed.

Article II - Responsibilities and Duties of the Board

Section I - Policy Formation

The Board shall be the policy forming body of the Tacoma Public Library and with the assistance of the Director shall establish general policies governing the operation of the main library and the branch libraries. Having accepted these policies the Board shall delegate to its executive officer, the Director, the authority to carry them out. The Director will furnish to the Board such reports as may be deemed necessary.

Section II - Selection of Librarian

The Board shall elect a properly qualified person to be the Director. Such an election shall take place whenever a vacancy occurs and properly qualified librarians have been interviewed and their qualifications thoroughly evaluated. The majority vote of the Board shall be required to elect the Director.

Section III - Library Personnel

It shall be the duty of the Board to employ all library personnel on the recommendation of the Director in keeping with the personnel policies of the Board.

Section IV - Personnel Regulations

The Board shall adopt suitable regulations for all employees with reference to qualifications for employment in various types of positions, salary schedules, leaves of absence, and other personnel policies.

Section V - Budget

The Board shall submit annually to the City Manager a budget containing the estimates in detail of the amount of money necessary for the ensuing year. This budget shall be submitted under the terms provided in the Tacoma City Charter.

Section VI - Legal Responsibilities (R.C.W. 27.12.210)

The Board shall perform such additional duties and responsibilities as are prescribed by state law and/or the Tacoma City Charter, including:

1. Supervision, care, and custody of all the property of the libraries

2. Control of the finances of the library

3. Lease or purchase land for library buildings

4. Lease, purchase, or erect appropriate buildings for library purposes and acquire such other property as may be needed therefor

5. Purchase books, maps, periodicals, and other necessary supplies for the libraries

6. Do all other acts necessary for the orderly and efficient management and control of the libraries

Section VII - Board Action Necessary

No member of the Board by virtue of his office may exercise administrative responsibility with respect to the libraries, nor as an individual may command or direct the services of any library employee, except in cases of emergency when such member is on the scene and acting for the preservation of life or the property interest of the library system.

Article III - Meetings

Section I - Time of Meeting

The regular meetings of the Board shall occur on the third Tuesday of each month. All meetings shall be held at 3:30 p.m. in the Board Room of the main library unless a change in time and place has been agreed upon by the Board at the prior meeting.

An agenda shall be prepared by the Director and received by each member of the Board at least 48 hours before the time of the meeting.

At any regular meeting no business other than that stated in the agenda shall be transacted except under suspension of the rules.

Section II - Order of Business

At the appointed time of the meeting the President shall call the meeting to order and shall cause the roll to be called. The first business after roll call shall be the approval of the records of the last meeting. These records may be approved without reading if the Board members have been furnished copies in advance.

Thereafter, the order of business shall be: Approval of financial report, Approval of bills, Report and recommendations of the Director, Report of committees, Communications, Unfinished business, New business, Miscellaneous items, Adjournment.

Section III - Special Meetings

Special meetings may be held from time to time as circumstances may demand, at the call of the President or on petition of a majority of the members of the Board. A notice of a special meeting shall be received by each member at least 48 hours before the time set for the meeting.

Article IV - The Director

Section I - Executive Officer of the Board

The Director shall be the executive officer of the Board. He shall advise the Board in formulating library policies and shall have the authority to coordinate and supervise the work of all the employees of the library system. He shall be responsible for the development

of the library program. In cases where action is required during recess of the Board he shall make his decision in keeping with general Board policy.

Section II - Nomination of Employees
He shall nominate for election by the Board all employees of the library system.

Section III - Care of Equipment and Facilities
The Director shall be held responsible for the care of the buildings and equipment.

Section IV - Financial Responsibilities
The Director shall be responsible for preparation of the preliminary draft of the annual budget with the necessary supporting data. When the budget has been adopted and approved he shall be responsible for the operation of the library under the financial condition set forth in the annual budget.

He shall submit a monthly report to the Board indicating the financial situation of the libraries.

Section V - Procedure for Handling Complaints
All complaints of any type should be made to the Director who shall keep the Board fully advised and informed thereof. If the individual or group making the complaint wishes the complaint to be made to the Board the correct procedure is to present the complaint in writing to the Director with the request that it be presented to the Board.

Article V - Amendments
Any changes in these rules and regulation shall be proposed in writing at a regular meeting and laid over until the following regular meeting for action, notice having been given each member of the proposed change. The affirmative vote of at least three members shall be necessary to affect the change. Such changes shall be made in the body of this document and not listed in chronological or any other order at the end of the document.

BUILDINGS

Physical Facilities

Astoria Public Library
September 1977

A. To achieve the goal of good library service, the Board accepts the responsibility to see that public library building facilities are provided which will adequately meet the physical requirements of modern, aggressive library service. Such facilities will offer the community a compelling invitation to enter, read, look, listen, and learn.

B. The Board accepts the responsibility to secure the funds for needed facilities.

C. Facilities for the public may include but not be limited to: reading areas, lounges, restrooms, vestibules, meeting room, and parking areas.

Library Buildings

North Central Regional Library
Adopted April 1962
Revised March 1973

A. The Regional Board of Trustees assumes responsibility to see that the Service Center fulfills the requirements of modern library service.

B. Local Boards of Trustees are urged to make continous analysis of community library buildings to determine if they are adequate and inviting. Programs for site acquisition, remodeling or construction should be adopted only after careful study and consultation with the Regional Director.

C. Meeting rooms located in community libraries are under the jurisdiction of local library Boards of Trustees who may adopt rules and regulations for their use. Precedence for the use of such rooms should be allowed to groups sponsored by the library.

D. Quarters for community libraries are provided in all cases by the local cities and towns or by the library committees in unincorporated towns.

CIRCULATION

Circulation Policies

Coos Bay Public Library
Adopted November 8, 1978

I. Service Area:

The services of Coos Bay Public Library will be available free of charge to all residents of Coos County as long as the City of Coos Bay is reimbursed for providing services to out-of-city residents by Coos County, or through some other funding source.

II. Limiting of Service:

The use of the library or its services may be limited when excessive demands of groups or individuals tend to curtail service to the general public.

III. Denial of Service:

The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

But service will not be denied or abridged because of religious, racial, social, economic, or political status.

IV. Circulation Policy:

A. No borrower's registration file will be maintained. Borrowers will complete a signature card for each transaction. Suitable identification such as an Oregon drive's license, rent receipt, an envelope addressed to the patron or any other document showing the person's current mailing address is required as normal check-out procedure. The library staff reserves the right to refuse service to those with insufficient identification. The person checking materials out should sign his or her own name and must assume the responsibility of returning the materials.

B. Loan Periods: Three weeks, but only one week for materials on reserve.

c. Loan Limitations:

Newspapers:	May be checked out for three weeks except current issue. THE WORLD is never to be checked out.
Records:	6 per patron (3 from new record bin only).
Magazines:	6 per patron.
Pamphlets:	Limit of 4 on subject or less if there are not many pamphlets on a certain subject.
Non-Fiction:	Not more than 4 on one subject including YP non-fiction.
Reference:	Basically, policy is that they are not to be checked out but certain books may be checked out overnight

with prior approval of Head Librarian or Reference Librarian. They must be returned before opening time the next day. Staff will always offer to copy up to six pages free of charge.

College Bulletins:	Not to be checked out with the exception of catalogs for which we have several copies.
Oregon Alcove:	Circulated except for volumes marked DO NOT CIRCULATE or Reference. Exceptions on non-circulating items can be made for overnight check-out with prior approval of Head Librarian or Reference Librarian.
Interlibrary Loans:	Limit of three per patron.
Reserves:	Limit of three per patron per day.
Motel residents or Transients:	Paperbacks or limit of 3 hard-backs.

State and House Bills must not be checked out, neither should Administrative Rules, the City Charter or the Oregon Statutes. In most cases, the portion needed can be provided by the copy machine.

D. Young people are not restricted to the YP Section but have free access to all collections.

E. All circulation records and other records identifying the names of library users are confidential in nature. Such records shall not be made available to any agency of state, federal, or local government except under pursuant to such process, order, or subpoena as may be authorized under the authority of, and persuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power. Upon receipt of such process, order, or subpoena, the city attorney will be consulted to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause of its issuance.

V. Library Hours:

Library services will be provided during the hours which best meet the needs of the community. Library hours currently are:

Effective 10/31/78:

Monday	12 - 9 p.m.
Tuesday	12 - 6 p.m.
Wednesday	10 - 5 p.m.
Thursday	12 - 9 p.m.
Friday	12 - 5 p.m.

Closed Saturday and Sunday

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VI. Special Charges:

A. Overdue Charges:

No daily fines will be charged. A service charge of $1.00 will be assessed upon the sending of the first overdues letter.

B. Lost Book Charges:

These are the current cost of the book, as listed in Books in Print, of a record as listed in Schwann Catalog, or of a magazine as shown on a current issue.

If the item is not listed in any of the above sources, the charge may be as noted on the shelf list card. If no price is listed there, the charge may be estimated by the librarian, based upon the average cost of a current item similar to the one lost, or based upon the value of the lost item to the collection.

C. Copier and Mircofilm Printer:

1. Cost of one microfilm copy: 15¢

2. Cost of one copy on photocopier to the public: 15¢.
Cost of one transparency: $1.00.

Up to 6 pages per person per day will be copied free of charge from non-circulating library materials.

Cost of one copy for library or staff personnel use: 5¢.

D. Interlibrary Loan:

The patron borrowing on interlibrary loan will be charged the cost of return postage, plus an insurance fee if one is required by the lending library.

Use of the Library

Boise Public Library
Adopted October 3, 1973

A. Resident and Nonresident Borrowers
Since the Boise Public Library is a tax-supported institution, its services and resources are available to those who live or pay taxes within the city limits of Boise. Service to patrons will not be denied or abridged because of religious, social, racial, economic, or political status, or because of the age o sex of the patron.

The library allows browsers and students from all areas to use materials in the library. Reference assistance is provided to browsers whether or not they are Boise residents or purchase a non-resident card.

1. Library Borrower's Cards:
Identification bearing the city resident's current address must be verified before the library borrower's card is issued. A charge of 50¢ is made whenever a replacement card must be issued.
Library Borrower's Cards issued to non-residents of Boise City shall be valid for one (1) year, from the month of issuance.

2. Borrowers Outside City and Fee:
No person who resides outside the corporate limits of Boise City, regardless of post office or mailing address, shall be issued a Library Borrower's Card, or a renewal thereof, except upon the payment of an annual maintenance license fee of twenty-one dollars ($21.00); provided, however, if any person pays ad valorem taxes on real and/or personal property situate within Boise City, such person or spouse or child or parent thereof living in the same household shall be deemed a resident library borrower.

The cost of the non-resident card shall be adjusted to conform to the amount of city taxes paid by an average resident family to support the library.

Non-resident senior citizens over the age of sixty-five may purchase an individual non-resident library card for an annual fee of $5.00.

The Library Borrower's Card issued upon payment of the annual license fee shall constitute either an individual or a family card. Such card shall be issued in the name of the individual, or if for a family, separate cards shall be issued to each member of a non-resident group.

Refunds of non-resident fees may be made:

1) When the fee has been charged in error;
2) When a business transfer takes a family from the area within thirty days after payment of the fee; and
3) When Boise City annexes areas into the city. Refunds to residents of annexed areas may be made on a prorata basis.

Idaho Legislators, their families and secretaries may use the Boise Public Library facilities during the legislative session without payment of a non-resident fee.

Any person residing outside of the city limits of Boise City may pay the required non-resident borrower's fee to obtain direct library service.

Temporary residents of Boise may borrow books from Boise Public Library by paying a temporary deposit (refundable upon the safe return of the books) of $7.50 for one book and $15.00 for two books. Any book retailing for more than $20.00 will not be loaned to temporary residents.

B. The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public.

C. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. In case of continued or wanton violation of regulations, the case may be dealt with individually by the board.

As specifically stated in the Boise City Code:

"2-4-10: DEFACING LIBRARY PROPERTY: No person shall willfully or intentionally cut, tear, deface, break, injure or destroy any book, map, chart, picture, engraving, newspaper, magazine, pamphlet, manuscript or other property belonging to the Boise Public Library or any branch thereof.

2-4-11: UNLAWFUL RETAINING LIBRARY PROPERTY: No person shall retain any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to the Boise Public Library, or any branch thereof, for more than three (3) days after notice in writing to return the same. Giving of notice shall be deemed sufficient if given in person of if mailed to the address of such person as shown by the Library records. Service of mail is complete at time of mailing. (Ord. 2678; 12-7-64)

2-4-12: PENALTY: Any person violating any of the provisions of this Chapter shall be deemed guilty of a misdemeanor, and shall upon conviction thereof in the magistrate's court be fined in any sum not exceeding the sum of one hundred dollars ($100.00)."

D. No fines will be charged for overdue library materials until or unless circumstances make a return to fines unavoidable.

E. Patrons shall pay the current list price of a lost book plus an additional fee of $5.00 for processing costs on fully cataloged library items. A processing fee of $1.00 in addition to the current list price is charged for uncataloged paperback books. If a book is out of print, the charge will be the actual cost of replacement plus the processing fee.

F. If cases of theft or mutilation of library materials arise, the Library Board will review individual cases to decide whether some measure of enforcement should be adopted or whether the losses would be written off.

The Library Director is authorized to work with court authorities on cases of patron refusal to return items to the library.

Borrower's Cards

Lewistown City Library
Adopted December 17, 1974

Who May Use the Library:

A. Residents owning property or living within the limits of the governmental unit which supports the library system shall have free library service and may register as patrons. A $10.00 fee a year per family is asked of all other patrons. Schools outside the limits of the governmental unit which supports the library system wishing to use the library for Interlibrary Loan Services will be charged a fee of $10.00 per year. Service will not be denied or abridged because of religious, racial, social, economic or political status.

B. The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants, and other whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups.

C. The use of the library of its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

Who May Use the Library

Okanagan Regional Library

A. The library will serve all residents of the Okanagan Regional Library District. Service will not be denied or abridged because of religious, racial, social, economic, or political status. Persons residing outside of the geographical area but owning property or attending an educational institution in the area shall be considered residents. Non-residents will be required to make a deposit and/or to pay a fee to borrow materials as established by the Board of Management from time to time.

B. When special demands by groups or individuals become excessive, such services may be limited whenever the staff's ability to serve the general public is prejudiced.

C. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons or any other objectionable conduct on library premises.

D. Membership in the library entitles that member to the services of any of the libraries operated by the Okanagan Regional Library District.

Materials Loan Policy

Seattle Public Library
Adopted January 17, 1977

It is the policy of the Seattle Public Library to assure that its users have maximum access to the Library's collections.

Eligibility for free borrower's privileges shall include the following groups: a) residents of Seattle and reciprocal areas and their dependents; b) nonresident taxpayers of Seattle and reciprocal areas and their dependents: c) nonresidents who are employed in Seattle or reciprocal areas and their dependents; d) business firms located in Seattle or reciprocal areas; e) nonresidents attending school in Seattle or reciprocal areas for the school year and summer sessions; and f) organizations and institutions which have a permanent governing body and a definite structure. Borrower's privileges shall be available for a fee to the following groups: a) nonresident individuals, b) nonresident firms, and c) temporary residents.

Eligibility for borrower's privileges include the following: a) a full written signature, b) current local home address, c) telephone number (if any), date of birth, grade, if student, d) at least one form of documentary proof of his/her name and address for the applicant, or the signature of a parent or guardian if the applicant is in grade six or below. Appropriate arrangements will be made for those who are physically unable to come to the Library.

The borrower shall be responsible for all use made of his/her card. If a card is lost or stolen the borrower is responsible for all items charged to is until after the loss is reported. Each individual is responsible for informing the Library of his/her current address.

It is the responsibility of the Library to protect, as far as possible, the privacy of any borrower who uses the Library, and neither to make inquiry into the purpose for which a patron requests information or books, except insofar as the Library may be helpful to such patrons in finding what he/she wants, nor to yield any information about its patrons or their reading to individuals or to any private or public agency, local, state, or federal, without an order from a court of competent jurisdiction. This section is in accordance with the Board policy of December 9, 1974 and RCW 42:17:310 (1) (a).

The loan periods for library materials shall be in accordance with practices necessary for maximum public use and standard library practices. Adequate notice will be provided for any changes in loan period regulations.

Reasonable fees and fines shall be established by the City Librarian and implemented after appropriate notice has been given to the Board of Trustees. A schedule of fees and fines shall be posted in each library agency. Reminders to borrowers regarding overdue materials is a courtesy service. Failure to receive such a reminder does not exempt the borrower from fines. Failure to pay fines or fees or to return materials may result in the loss of borrowing privileges. Failure to return materials also may result in legal proceedings as authorized in Seattle Ordinance 37311-2. Reasonable deposits can be required for the loan period of irreplaceable or valuable items.

The City Librarian shall be responsible for the development and maintenance of effective rules and regulations for the use of library materials in accordance with the provisions of this policy and the principles of good management.

Application for Non-resident Card

Timberland Regional Library
Revised August 1975

APPLICATION FOR NON-RESIDENT CARD

TIMBERLAND REGIONAL LIBRARY

NAME_____ DATE_____

ADDRESS_____ CARD NUMBER_____

_____ EXPIRES_____

PHONE_____ AMT. REC'D._____

OUTLET WHERE PURCHASED_____

Fees: $7.50
$5.00 (persons 65 or older; student 18 or younger)
$ .50 (Summer Reading Club only for non-resident children)

Patrons of the following library systems may use Timberland libraries without charge, through the cooperative use agreement:

Kitsap County, Sno-Isle Regional Library, Pierce County (excluding Tacoma), King County Library System (excluding Seattle).

SEND IN MONEY FROM NON-RESIDENT CARDS WITH THE MONTHLY IMPREST FUND REPORT TO THE BUSINESS OFFICE, SERVICE CENTER, ALONG WITH THIS APPLICATION.

CONFIDENTIALITY OF CIRCULATION RECORDS

Privacy of Records Policy

Eugene Public Library
Approved April 4, 1979

All records, formal and informal, in the Eugene Public Library relating to patron registration and the subsequent circulation by patrons of materials provided by the library are considered to be confidential in nature.

In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.

Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the City of Eugene to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified Library patron, the request is considered to be defective and not binding upon the Library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of Eugene Public Library which are not provided in the policy statement shall be referred to the Library Director, who, after study and consultation with the Library Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

Policy based on "Policy on Confidentiality of Library Records," adopted by the Council of the American Library Association, January 20, 1971; revised July 4, 1975 by the ALA Council.

Confidentiality

Klamath County Library
Adopted October 10, 1970

The circulation records of the Klamath County Library are confidential, and shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.

Confidentiality of Library Records

Neill Public Library
June, 1976

WHEREAS the freedom to read and of access to ideas and information can exist only where access to materials is available with the maximum protection of privacy for the individual,

and WHEREAS this freedom is implicit in the First and Fourteenth Amendments to the Constitution of the United States,

and WHEREAS there has been an increasing number of attempts in recent years to use library registration and circulation records as investigative tools,

BE IT RESOLVED that the policy of the Neill Public Library of the City of Pullman, Washington, shall be as follows:

1) Information gathered about patrons shall be limited to that which is absolutely necessary to retrieve borrowed materials.

2) Employees of the Neill Public Library shall not divulge information that identifies patrons with the material borrowed to anyone, except by a legal order from an appropriate court of law. This shall specifically prohibit the divulgence of such information to officers of the law or to employees of any federal, state, or local agency of any manner, who do not bear a legal court order; and all journalists, spouses, educators and all others without respect to unusual or special circumstances.

3) Neill Public Library participation in the Washington Library Network shall be contingent upon:

   a) Design of the network system in such a manner that will limit access to registration and circulation files to those authorized employees in each participating library who need that information for the lending and retrieval of library materials and for appropriate statistical purposes.

   b) Patron information reported to the network shall be limited to that which is absolutely necessary to retrieve borrowed materials.

   c) Provisions in the design for the gathering of statistics shall eliminate the possibility of identification of any Neill Public Library patron with specific materials of subject areas.

   d) In cases where proposed system benefits or cost savings conflict with the protection of user privacy, the right to privacy shall take precedence.

4) The purpose of this policy is to assure Neill Public Library patrons--past, present, and future--that they can pursue their quest for information unfettered by concern that their privacy will be unconstitutionally abridged.

5) Nothing in this policy shall be construed to prohibit library employees from divulging any information of record to the Neill Public Library

Board of Trustees, the city attorney, or any other city officer of employee whose duties may rightfully require access to information of record and who will treat it confidentially. However, information connecting patrons with materials borrowed or subjects of interest shall not be frivolously divulged even to these authorized persons.

CONTINUING EDUCATION

Educational Reimbursement

City of Corvallis
Effective January 1, 1977

PURPOSE:
To encourage the personal development of all City employees and to provide a method for reimbursing employees for job-related course work or training taken at the request of the City or at the request of the employee.

POLICY:
It is the policy of the City of Corvallis to encourage all employees to continue to develop themselves through special training and academic courses. The City will participate in the educational reimbursement program for represented employees as follows:

1. For courses taken at the request of the City, the full cost for tuition and books will be paid by the City.

2. For job-related courses taken on the employee's own initiative, the City shall reimburse the employee for a maximum of 50 percent of the cost of tuition. In the event that an employee leaves the employ of the City prior to the completion of one year of service following completion of the course(s), the reimbursement for the course(s) will be deducted from the employee's final paycheck.

3. All applications for educational reimbursement must be approved by the department head the Personnel Officer prior to the employee taking the course; and the employee must receive a passing grade of "C" or above in the course to be eligible for reimbursement.

4. Any educational endeavor taken outside the normal working hours shall not be compensated by overtime.

5. If no other arrangements can be made, supervisors may allow employees to arrange their work schedules so that time off during the day can be taken for educational purposes as long as that time is made up and as long as it does not interfere with the efficient operation of the City.

6. Employees receiving educational assistance from sources other than the City, i.e. G.I. Bill, Grants in Aid, etc., shall have those moneys deducted from whatever allocation the City designates.

It is essential that this policy be disseminated to <u>all</u> levels of employees. For additional information, refer to labor contracts or exempt rules and regulations.

Policy on Continuing Education and Self Improvement for Employees

Jackson County Library System
Adopted October 9, 1973
Reaffirmed May 9, 1977

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1. The Library Board may, on the Director's recommendation, grant educational leaves of absence without pay for periods not exceeding one year.

2. The Library Board may grant released time with pay not to exceed two weeks for courses, workshops, and institutes directly beneficial to the library.

3. Employees will make written application for continuing education leaves to the Library Director.

4. The Director will present applications to the Board with evaluations and recommendations.

5. Grants will be made on the basis of available funds and the value of the training to the library.

6. Employees receiving training leaves or grants with pay will agree to work in the Jackson County Library System for at least six months after the completion of the training or to refund the library for any paid time received, such refund to be payable within thirty days of separation.

Classified Staff Employee Development and Training Policy — Washington State University

A. POLICY

It is the policy of Washington State University to provide the individual classified staff employee with an opportunity for training which will maximize the individual's self-development and, hence, the employee's contribution to the University. The program for self-development and training is designed to expand the qualifications of employees at all levels of classified staff employment and to provide the opportunity for continued upward mobility. The institution's training program shall facilitate the most efficient use of human resources.

B. GOALS

The following is a list of the goals of the classified staff employee development and training program:

1. improve the performance and productivity of employees in their current positions;
2. provide employees with new skills and knowledge necessary to meet the requirements of technological changes and new program needs;
3. facilitate the lateral or upward mobility of women and members of racial or ethnic minority groups as part of the University's Affirmative Action Program;
4. prepare employees for possible future promotional opportunities;
5. enable employees whose capabilities have changed due to age or physical disabilities to qualify for new assignments within their capabilities;
6. orient supervisors and employees regarding the University's organization and policies, Higher Education Personnel Board rules, affirmative action, safety, and labor relations;
7. cross-train, to alternate classes or positions, employees who are faced with or who experience layoff.

C. CENTRAL ADMINISTRATION

The Central Administration supports an employee development and training program for classified staff and will take the following steps to implement such a program:

1. request funds in each biennial budget to be used for a centralized classified staff employee development and training program;
2. insure that an adequate amount of professional staff is available to implement the employee development and training program;
3. recommend waiver of tuition fees for classified staff who are taking regular University courses, (does not include self-sustaining courses);
4. encourage departments to promote classified staff participation in employee development and training programs either through release time and/or financial support;
5. encourage the job rotation of classified staff employees in the same classification when feasible by establishing procedures to facilitate such rotation;
6. appoint the Staff Development and Training Committee whose duties are outlined under Section G;
7. designate the Director of Staff Personnel to be responsible for the administration of the training program.

D. DEPARTMENT

Each campus department head will support the University's training program for classified staff and perform the following responsibilities:

1. encourage employees to work toward greater job effectiveness through self-education, self-improvement, and self-training;
2. develop and post a list of job related training programs for which employees by specific job classification will be provided release time in order to participate;
3. identify present and/or future training staffing requirements and develop training programs for existing staff to meet these needs;
4. identify financial, human, and/or physical resources that the department is willing to provide in order to train individuals to meet the training needs delineated in item 3;
5. afford release time to classified staff employees who request to attend training programs which are job related or required; such release time will be provided if it does not interfere significantly with department work activities. (Employees who are denied the privilege to attend a specific training program will be given preference when the employee makes a subsequent request to attend the training program.);
6. permit employees eligible for upward mobility training to attend courses and programs which will enhance their promotion; release time shall be granted for upward mobility which is approved by the Staff Development and Training Committee;
7. insure that employees report self-improvement activities to the Office of Staff Personnel in order that personnel files will reflect their training efforts;
8. assist the Office of Staff Personnel in evaluating the effectiveness training programs in which subordinates are involved;
9. provide the Office of Staff Personnel with an annaul report of training activities (other than on-the-job training) sponsored by the department.

E. SUPERVISOR

Every individual having supervisory responsibility has an obligation to assist with the implementation of the institution's classified staff development and training policy. In carrying out this responsibility, supervisors should perform the following functions:

1. encourage employees to work toward greater job effectiveness through self-education, self-improvement, and self-training;
2. provide employees under their supervision with on-the-job training which will enable them to satisfactorily carry out the responsibilities of their respective job classifications;
3. determine when necessary which employees will attend a specific training program where such selection is not made by the Staff Development and Training Committee;
4. schedule release time for employees to attend training programs for which they have secured departmental or training committee approval;
5. establish alternate workweek schedules for employees who wish to take training programs for personal enrichment;
6. assist the department and the Office of Staff Personnel in carrying out their respective training responsibilities.

F. EMPLOYEE

A classified staff employee who wishes to participate in University training programs is expected to assume the following responsibilities:

1. notify his/her immediate supervisor of his/her desire to be included in training opportunitites of interest.
2. request release time to attend a training program within a reasonable length of time before the beginning of the program;
3. submit as necessary request for the advancement of funds to cover training expenses;
4. make a good faith effort to successfully complete all training programs for which he/she is provided release time;
5. reimburse the University for all training expenses paid by the University for programs which are not completed by the employee, unless there is a bona fide reason for the non-completion;
6. insure that his/her supervisor and the Office of Staff Personnel are aware of training activities which have been completed by the employee.

G. STAFF DEVELOPMENT AND TRAINING COMMITTEE

The Staff Development and Training Committee will include one representative from the following occupational categories in the classified staff: (1) Supervisory; (2) Professional; (3) Clerical and Secretarial; (4) Technical; (5) Crafts and Trades; (6) Service Workers. Among the eight committee members there will be representatives from the following recognized classified staff employee organizations and presidential committees: Washington Federation of State Employees, Library Staff Association, Classified Staff Association, Affirmative Action Council, and the Commission on the Status of Women. The Directors of Affirmative Action and Classified Staff will serve as ex-officio members of the Committee. The Committee should perform the following functions:

1. develop recommendations for submission to the central administration regarding the institution's training policy and plan;
2. determine training needs and the priorities which should be given to the establishment of University-wide training programs;

3. develop eligibility requirements for staff personnel to participate in training programs sponsored by the University;
4. assist program sponsors and supervisors in selecting participants for training programs when the number of applicants for the program exceeds the size limitations;
5. select a limited number of employees to attend special university sponsored training programs and courses which will enhance the possibility of their upward mobility in accordance with the University's affirmative action goals;
6. serve as an arbitrator when (a) an employee is refused the opportunity to take a job related training program, (b) there is a disagreement as to whether or not a training program is job related, or (c) the employee is denied payment or reimbursement for a required, job related, or special university sponsored training programs for which payment or reimbursement has been previously approved;
7. regularly evaluate the overall effectiveness of the institution's employee development and training program and recommend changes which can strengthen its effectiveness. (In making this evaluation the committee should consult with campus administrators and supervisors as well as program participants and submit this evaluation for distribution to the University community.)

H. OFFICE OF STAFF PERSONNEL

The Director of Staff Personnel or his/her designee is responsible for coordinating the design and development of training programs which will meet the collective and individual needs of classified staff. In fulfilling this responsibility, the Director shall take the following steps:

1. prepare an annual training plan in consultation with the Staff Development and Training Committee outlining the specific training activities which will be conducted during the year;
2. keep employees informed of training opportunitites;
3. administer the institution's training budget for classified staff;
4. establish procedures which enable employees to be paid or reimbursed for training programs which are required, job related, or special university sponsored programs; such procedures shall cover: (a) payments in advance for all expenses associated with required training, (b) advancement of funds to employees who do not have the financial resources to pay the fees and other costs associated with job related or special university training programs which they have been authorized to attend, and (c) reimbursement of employees who successfully complete authorized job related or special university sponsored training programs for fees and other costs associated with such training when an employee pays for these expenses;
5. assist in identifying employees who are eligible for participation in special training programs;
6. provide employees with copies of the institution's training plan upon request;
7. evaluate the effectiveness of institution sponsored training programs;
8. maintain records regarding training completed by individual employees;
9. prepare an annual report of training activities for submission to the Higher Education Personnel Board.

TRAINING POLICY DEFINITIONS

1. Alternate Workweek Schedule - A work schedule consisting of other than five (5) uniform and consecutive eight (8) hour work days in a seven (7) day period.

2. Employee - Any individual filling a classified staff position.

3. Job Related Training - Training which enables an employee to maintain or improve the performance in his/her position. The job description for an employee's position will serve as the primary basis for determining the types of training which are required to perform the duties of the position.

4. Release Time - Paid time which an employee is given from his/her regular work schedule in order to attend a training program. An employee is not required to make up such time.

5. Required Training - Training at which attendance is required by the employer. Such training is job related or meets a general institution need. The time which an employee spends in attending training of this nature is considered hours worked and must be compensated. The institution is obligated to pay for all costs associated with required training.

6. Successful Completion - Any passing grade, certificate, or other form of recognition to evidence that an employee has completed a training program.

7. Supervisor - Any employee having designated authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, and discipline employees or to effectively recommend such actions.

8. Training Program - A planned session, course, seminar, conference or workshop that is conducted by an instructor or monitored by a qualified leader, including academic degree programs to expand the knowledge, update or upgrade the skills, techniques or improve the expertise of an employee.

COOPERATION WITH OTHER LIBRARIES

Relationships and Cooperation with Other Libraries — Engene Public Library
Approved March 7, 1979

The Eugene Public Library actively promotes cooperation with other libraries to ensure its users access to the information they need. Within limits set by policy and budget, the library's resources are available to any patron, even if she or he has access to other libraries, whether public, academic, school or special. Whenever possible, reciprocal arrangements are made with these other libraries so that the combined resources of the entire library community may be used to satisfy the information needs of the public.

The library supports planning for and participation in networks of cooperating libraries to share resources and technology, exchange information and avoid unnecessary duplication of materials. The library also makes available materials from other libraries through existing state and regional inter-library loan systems.

The library is open to staffs of other libraries and encourages formal and informal continuing education of its own staff through field trips and workshops at other library facilities.

The library believes that through cooperative efforts, a larger share of the public will better understand the function and value of library service, and libraries in general will benefit from a broader base of support.

Cooperation with Other Libraries — Lewistown City Library
Adopted December 17, 1974

A. The Board of Trustees recognizes that no single library can meet all demands in its community. Libraries in different political subdivisions working together, sharing their services and resources, can meet more nearly the full needs of their users.

B. The Board of Trustees and the librarian will be alert to opportunities of cooperation with other libraries, to strengthen the services and resources of the library.

Library Goals — Shelton Public Library

A. The library will cooperate with other community agencies and organizations to:
   1. determine and meet the educational needs of the community.
   2. help them with their programs through such services as programs planner's clinics, discussion leadership training, special bibliographies, materials, and exhibits.
   3. the librarian may grant the privilege of placing exhibits and displays in the library, subject to the following conditions:

a. No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the library for distribution without permission from the librarian.

b. No organization or individual shall be permitted to display or exhibit any materials, leaflets or posters which advocate the election of defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise. Official election information will be made available in the library.

c. No organization or individual shall be permitted to place in the library any box, receptable, or cannister which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise.

d. Available space may be used by any group whose purpose for the display promotes the welfare or educational enlightenment of the community. Such displays shall be on a "first-come, first-served basis" subject to the limitations of space as determined by the librarian.

e. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.

B. The library accepts a responsibility for securing information beyond its own resources by:

1. collecting information about, and listing for referral, resources of agencies, institutions, organizations, and individuals in and beyond the community.

2. borrowing for patrons with serious interests materials which are not owned by the library and which cannot be purchased or materials for which the demand does not justify purchase.

C. The library will lend to other libraries materials which are requested for patrons with serious interests and which are not available in the borrowing library. Patrons of this library have a priority in the use of materials.

D. The library will endeavor to maintain a balance in its services to men, women, young people, and children. The public library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.

DISPLAYS AND EXHIBITS

Boise Public Library
Adopted October 3, 1973

Borrowing Policy

The Board of Trustees of the Boise Public Library and Information Center hereby defines the conditions under which objects or collections may be accepted for display in the library:

After consultation with the Board of Trustees, the Library Director or his designate may determine the suitability of a given object or collection for display in the library, considering both the facilities available in the building and the objectives of the library.

Loans will be accepted for limited times and specific purposes only. In general, this will be for special exhibits not exceeding 30 days in length. Requests for a longer loan period may be made either directly to the Library Board or through the Library Director.

No liability for loss or damage can be assumed either by the library or by Boise City. Loaners are advised to carry their own insurance and such insurance should indemnify loaners for the entire value of objects accepted.

In the event that the owner of the display does not reclaim it within 30 days of the ending date for the loan, the library will make every effort to sell and dispose of the property at a value not less than the value estimated in the loan agreement. If the effort is unsuccessful, the property may, at the option of the City, either be sold or transferred to another entity without claim by the owner, his heirs, assigns, or those in privity with him. Whatever money City has received upon sale of the property, after the money has been held in trust for a period of six months, may be deemed to be a gift to the library free and clear of any claim on the part of the previous owner.

A loan form, clearly stating the duration of the loan and its terms will be completed and signed in every case (See Appendix II).

This policy may be amended or revised at any time by the Board of Trustees of the Boise Public Library and Information Center.

Display

Boise Public Library
Adopted October 3, 1973

Loan Agreement between the Library and

Name _____

Address _____

Telephone _____

Owner _____

Description of objects loaned for display:

Borrowed on _____

To be returned _____

Owner's Estimated value of loan material _____

Owner's Insurance _____

I, _____, and (if applicable)
signature

_____, covenant and agree to indemnify
owner

and save and hold harmless Boise City and the Boise Public Library from and against any and all loss, damage, injury, liability and claims for loss, damages or injuries to property arising out of the loan of said property to Boise Public Library for display or special exhibit purposes. If I have not reclaimed said property on loan to the library within thirty (30) days of the date specified above, I hereby authorize Boise City to sell and dispose of the property or to transfer it to another entity without claim by the owner, his heirs, assigns or those in privity with him. Whatever monies the City has received upon sale or disposition of the property may, after being held in trust for a period of six months, be deemed a gift to the library, free and clear of any claim on my part of the owner.

I hereby agree to the terms stipulated above.

Signed _____
Owner

_____
Borrower

Date _____

Displays Malheur County Library

Policies Governing Art Exhibits:

1. Exhibits shall be of general interest and open to the public. Commercial exhibits will not be acceptable unless they are of a general educational nature. Prices may not be attached to articles displayed.

2. Person(s) responsible for the display shall arrange their own materials under the general supervision of the librarian, furnish their own easels or equipment necessary for display and be responsible for any damage to library property.

3. Person, organizations or groups placing art materials on exhibit must agree to assume all risk for articles exhibited.

4. Permission for exhibits, length of time of exhibit, hours for viewing and any other regulations necessary may be obtained from the librarian - who may in turn refer such requests as deemed advisable to the Board.

AGREEMENT OF ASSUMPTION OF RISK

For and in consideration of the agreement by the City of Ontario, of Malheur County, Oregon, a municipal corporation organized and existing pursuant to the laws of the State of Oregon, to allow me (or us) to display certain paintings or other objects owned or possessed by me or under my control, in the Malheur County Library, Ontario, Oregon, I,_____(name), do hereby assume all risk of loss, damage, or destruction to the said paintings or other articles whether the same shall be by vandalism, fire, any casualty, or from any other cause, or whether such loss or damage shall be the result of any negligence or misconduct of any person in the employ of the City of Ontario, or otherwise, and I hereby agree to save and hold harmless the said City of Ontario from any and all such damage and loss.

IN WITNESS THEREOF, I have hereunto set my hand and seal this _____ day of_____, 19_____.
date
month yr.

_____

GIFTS

Collection Policy — Montana Historical Society

Gifts to the Library are considered outright and unrestricted donations to be used in the best interest of the Montana Historical Society. Usually, accepted gifts are considered extremely important or the best available at the time acquired. However, no individual or institution can predict nor govern the changing attitudes of future generations, nor guarantee permanency beyond the best available preservation procedures.

It is sometimes impractical to evaluate all material at the time of acquisition. Upon evaluation some material may be declared expendable. In addition, certain material already in existing collections may become expendable by acquisition of better examples. Expendable material includes surplus, duplicate, non-relevant or material of deteriorated condition or limited use. Such material will be used in the best interests of the Society, including but not limited to sale and exchange programs to acquire other needed materials, loans to schools and other institutions, and disposal if the condition or value so warrants. Any material declared expendable must be approved by the Librarian.

Certain items within the donation may be immediately determined to not be adaptable to the Library's collections and policies. Reasons for such determination would include: duplication, lack of space and facilities, or failure to fit the Society's areas of acquisition. Those items so deemed (if any) are listed on a separate sheet attached to the back of this receipt. The donor is asked to advise the Library of disposition of such items.

The Montana Historical Society cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals be done by a qualified disinterested party.

Gifts — Okanagan Regional Library

a. Gifts of books or other materials are accepted by the regional librarian if they meet with the same standards applied to the acquisition of new materials.

b. Gifts are accepted only on the principle that the library has complete jurisdiction over the disposal of the gift.

c. Gifts to the regional library are encouraged with the understanding that after a reasonable time in the donor's own community they may be used at any other outlet of the region.

d. Gifts of money, securities or real estate are accepted if conditions attached thereto are acceptable to the regional library board of management.

Gift Policy

Oregon State University
March 12, 1975

Gifts are an important source of library materials. In order for the Library to make the best use of gifts, the following guidelines have been provided.

Acceptance of gifts is the responsibility of the Gifts Librarian. All gift materials and related questions should be directed to the Gifts Librarian.

Gifts requiring special considerations (separate housing, special personnel, restricted use, limited disposition, etc.) are generally not accepted by the Library. Unusual circumstances will be referred to the Director of Libraries for decision.

Gifts added to the OSU Library become an integral part of the total library collection.

The Library will retain those gift items which can reasonably be added to the collection; those items which cannot be reasonably added will be disposed of in whatever manner is deemed appropriate by the Library and in compliance with rules published by Oregon Department of Higher Education's property officer. When possible, materials not needed by the OSU Library will be made available to other libraries.

An internal evaluation for library purposes is made for each gift item added to the collection. While this evaluation does not meet the official requirements of IRS, the Library will, on request, make this internal evaluation available.

The Library cannot evaluate library materials for tax purposes, for IRS regulations do not permit this. If a donor requires an official tax statement, the Gifts Librarian will make arrangements with a book dealer to evaluate the gift. The cost of making the evaluation, which is tax deductable, will be met by the donor.

The Library does not evaluate book, periodical, etc., collections for estates, private individuals, or businesses. A book dealer should be hired to make such an appraisal.

The monetary value of a book or periodical depends upon current market value. Many factors including age, rarity, condition, and provenance affect market value. Personal sentiment and attachment, unfortunately, do not contribute to market value.

Gift Policy

Renton Public Library
Adopted February 2, 1977

Donations of books, magazines and other library materials are encouraged. Subscriptions and gift books can be significant additions to the informational resources of the library. Materials added to the Pacific Northwest collection will be of unique interest to our community.

Bequests and Memorials are very appropriate. When the Library receives a cash gift for the purchase of Memorial, Tribute or other materials, the selection will be made by the Donor and/or the Library.

All gift material added to the collection will become an integral part of the collection and becomes the property of the Library and the policy of use will follow regular library practice. The Library will make an effort to dispose to the best advantage all gift material which is not added to the collection; however, if a donor wishes, the material which is not added to the collection may be returned.

If you plan to claim a deduction on your Income Tax return, please refer to Internal Revenue Service publication 561, "Valuation of Donated Property."

It is the Donor's responsibility to determine the fair market value of donated property. The Internal Revenue Service considers the Library a prejudical party and unable to render an accurate and fair appraisal of gifts; however, the Library has some reference material that can assist you in evaluating books including the following:

R018 "Bookman's Price Index" R336.2 "Valuation of Donated Property"

016 Bradley. "The Book Collector's Handbook of Value"
B728

Thank you for thinking of the Renton Public Library and the Community.

Thank you for donating _____ books to the Renton Public Library. If you would like an itemized record please list the titles on the back of this form.

Date: _____ Librarian: _____

Gift Books Sno-Isle Regional Library

General Condition

The book must be in good physical condition, clean inside and out, no loose pages, good quality of paper and print. No discoloring stains on cover or on pages, no musty or offensive odor.

Exception: Northwest material and certain staple items which are out-of-print and warrant the expense of book-binding and repair, and are otherwise in good condition, will be acceptable.

Juvenile and Young Adult Books

The books must be standard titles, acceptable for public library use; with special attention given to edition, illustrator, and general format.

Juveniles that are not acceptable: cheap editions of the classics, abridgements, retellings, written-down versions, poorly bound or illustrated books, school text books, books with cut-outs, books in series, old titles that no longer appeal to children, outdated scientific or encyclopedic material, and books below public library standards.

Adult Books

The books must be useful additions to a public library collection, of current and general interst, with authentic information, and they must meet general standards of content and format.

Adult titles that are not acceptable: *Religious tracts, pamphlets and books, obsolete titles that are no longer read; old text books, correspondence school publications, atlases, dictionaries, encyclopedias, maps, indexes,

old editions of scientific or professional publications, out-moded books of science, gardening, handcraft, travel and geography, biographies with limited reader appeal.

Avoid - books privately printed, cheap editions of the classics, abridgements, poorly-written fiction covering mysteries, westerns, light love and science fiction, cartoons and cross-word puzzle books.

*See policy on Religious gift books.

Religious Gift Books — Sno-Isle Regional Library

It is a policy of the Sno-Isle Regional Library not to accept gift books from any religious organization, or any individual on behalf of an organization.

Religious orders often offer public libraries copies of each of their official publications, hoping that the library will serve as a distributing agent for their tracts, pamphlets, and books.

Since the library will uphold the principles of FREEDOM OF RELIGION, we cannot accept from one religious group unless we accept the materials from all the others. And, since public libraries, and especially county library bookmobiles and community libraries, do not have the space or the staff to handle such specialized materials of all denominations, none will be accepted.

Books on religion are an important part of every well-balanced library collection and our books on religion will be purchased on recommendation of professional source guides, including the Standard Catalog for Public Libraries, Library Journal, Wilson Bulletin, Saturday Review, and similar standard guides.

Gifts — Treasure Valley Community College
Spring 1975

Gifts satisfying the given selection policies are encouraged. They become the library's property upon receipt; once accepted, they are retained or disposed of at the library's discretion, without obligation to the donor. Funds donated for acquisitions in a specified subject area may be applied to other areas if the College discontinues the specified curriculum.

Gifts are rejected if, in the Library's opinion, they would not sufficiently benefit the collection.

Gift Receipt Slip

University of Oregon
Health Sciences Library
September 25, 1978

Name and address of donor_____

_____

_____

_____

Check one: Faculty/staff_____Other_____

Show type and number of gifts received:

	Number of items received	OR, Number of boxes of gifts received
Serial		
Monograph		
Museum		
Audiovisual		

Person receiving gift_____

Date_____

THE PERSON ACCEPTING A GIFT SHOULD PLEASE SEE THAT THE ABOVE INFORMATION, NEEDED BY LIBRARY STAFF, IS FILLED IN UPON RECEIPT OF GIFTS. WE APPRECIATE YOUR ASSISTANCE.

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Acknowledgement sent_____

Any question regarding the Library's gift policy or a possible donation should be addressed to the Serials or Acquisitions Librarian.

GOALS AND OBJECTIVES

General Objectives

Boise Public Library
Adopted October 3, 1973

The Boise Public Library and Information Center accepts as its function that which has been established by tradition, law, and the logic of a free democratic society as the role of the public library in the United States. This is the responsibility to assemble, preserve, and make available to all people, book and non-book materials that will assist individuals to educate themselves, keep pace with progress in all fields of knowledge, become better political and social citizens, be more capable in their daily occupations, develop their creative and spiritual capacities, and make such use of leisure time as will promote personal and social well being. Toward these ends, the Boise Public Library and Information Center shall promote the improvement of library service locally, regionally, and throughout the State of Idaho.

Goals

Eugene Public Library
Approved January 3, 1979

GOAL I: To maintain and develop library facilities and services which keep pace with anticipated population growth and changing community needs.

Subgoal: Establish long range plans for facilities and services.

Objective: Develop architectural and service plans for main facility.

Objective: Develop architectural plans and service needs studies for branch libraries.

Objective: Develop organizational structure and administrative plans which provide for smooth transition to decentralized services.

Objective: Cooperate with other City Departments, Community and Municipal Organizations to plan for meeting current and future needs (perceived) with least possible cost commensurate with quality service.

GOAL II: To have a well-trained, public-oriented, knowledgeable staff.

Objective: Recruit subject specialists and personnel trained to work with underserved groups.

Objective: Plan and implement a continuing education program for staff development which will:

1. Develop an ongoing orientation program in which staff are made aware of Library and Community goals, the Library's services and resources, and expected standards of service delivery.

2. Update staff skills in new technologies and in policy changes which affect their jobs.

3. Increase staff awareness of other community resources by scheduling field trips, and attending meetings and conferences.

4. Provide incentive and opportunity for staff development by providing career ladders, staff exchanges, sending staff to classes and workshops, and retraining when technological change makes skills obsolete.

Objective: Enhance services by developing a volunteer program which provides for volunteer coordination, training and careful delineation of the responsibilities of regular staff and that of volunteers.

GOAL III: Develop strong library collections which reflect the nature of the community and fulfill the needs of the user.

Subgoal: Develop guidelines in collection development.

Objective: Revise materials selection policy.

Objective: Establish guidelines for weeding obsolete and unused materials and develop policy for disposition of discarded materials.

Objective: Select and order materials with community needs in mind.

Objective: Strengthen non-book collection and keep pace with modern information technologies.

GOAL IV. To provide quality library services which reaches all of the citizens.

Subgoal: To meet the needs of special groups.

Objective: In cooperation with City Depts., establish effective Info/Ref. system to insure citizen queries are properly and cordially answered. Study establishment of a City Hall information branch.

Objective: Develop a strong business/economic service within the library or at a downtown branch.

Objective: Develop quality services to persons who cannot come to the library or who need special services within the library (handicapped, senior citizens, non-English speaking, institutionalized, etc.).

Objective: Plan for a five year period with at least an annual review and update.

Objective: Utilize all available resources such as state, federal, and private grants; and use of manpower program personnel in such a way that basic Library service is enhanced but that on-going service can be maintained at an acceptable level if such resources are withdrawn.

Objective: Regularly conduct surveys, do questionnaires, and work with neighborhood groups and other organizations to determine if needs of the community are being met.

General Library Objectives

Lewistown City Library
Adopted December 17, 1974

The general library objectives of the Lewistown City Library shall be:

A. To assemble, preserve, and administer in organized collections, books and related educational and recreation material in order to promote through guidance and stimulation the communication of ideas, and enlightened citizenship and enriched personal lives.

B. To serve the community as a center of reliable information.

C. To provide a place where inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary as correctives and stimulants in a society that depends for its survival on free competition in ideas.

D. To support educational, civic, and cultural activities of groups and organizations.

E. To provide opportunity and encouragement for children, young people, men, and women to educate themselves continuously.

F. To seek continually to identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.

G. To provide opportunity for recreation through the use of literature music, films, and other art forms.

Information Role

Seattle Public Library
Adopted February 17, 1976

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The Seattle Public Library recognizes its role as a primary public information agency. The Library accepts its responsibility to provide the public with information relevant to their basic daily information needs. This responsibility

Subgoal: Provide continuing education resources for citizens.

Objective: Courses of reading and resources for persons in CLEP (College Level Examination Program for credit) and various extension and adult education programs in the community.

Objective: Provide quality programs for children to establish reading habits.

GOAL V: Open channels of communication for public and staff awareness of services and programs available at the Library.

Objective: Develop a public relations and information service which will inform the public, the staff, the media of library events and services of the Library.

Objective: Develop an orientation program on how to use the Library.

Objective: Provide information services to other City Departments; inform our staff on City services in general.

GOAL VI. To work towards interlibrary cooperation, regional service delivery, and/or a County Library in order to provide better service without costly duplication.

Objective: Participate in proposed local, regional, state, and federal networks and resource sharing plans.

Objective: Work with other library and non-library agencies in reaching unserved groups.

Objective: Plan computerization and other modern technology use so that all systems can interface with similar systems in other jurisdiction.

Objective: Study costs and prepare cost-benefit estimates for cooperative proposals in order to establish library services which are adequately financed and equitably funded between jurisdiction.

Objective: Coordinate with schools to educate students in library use of resource materials.

GOAL VII: Utilize sound fiscal and business management principles.

Objective: Perform on-going analysis of system and procedures to provide best service possible at minimum cost by streamlining procedures and utilizing modern technology to improve staff productivity.

Objective: Use control measures which gain public acceptance as being sound and fair but which keeps loss of Library materials at a minimum.

is in addition to traditionally accepted library roles in the areas of informal education, aesthetic and culturally related subjects, and recreation. This public assistance to those segments of the community which are least able to obtain it through methods and sources traditionally available to the general public. The Library recognizes that such an information service system must pool resources and formats outside traditional library practices. The Library assumes that the effective accomplishment of its information service role will require the referral of users to agencies which can best meet their actual needs. The Library will serve as an information service and not a social service agency other than in the information provider capacity. The Library will not duplicate existing effective information services but will establish a mutually beneficial relationship with such effective services.

General Aims of Library Service — Greater Victoria Public Library
May 1972

The Greater Victoria Public Library offers its services to the public through the Central Library, the branches, and a bookmobile. As an institution financed primarily by municipal funds and provincial grants, the Greater Victoria Public Library is committed to provide all individuals and groups in the area served by the Library with books and other materials and with the expertise necessary to extract information from them.

Education, information, and recreation are the three essential services which the Library offers in its endeavour to provide a centre of cultural activity in the community. As a source of information, the Library's function is to answer specific questions and to provide access to sources of information for individuals and community groups with diverse interests. The Library's educational role goes beyond providing the materials for study and research. To extend tolerance and understanding, to make the individual more aware of his political and economic responsibilities and opportunities, to assist him in his family life and other social relationships, to help him perfect his special physical or mental skills, to foster his spiritual life, to enhance his appreciation of the arts and the work of nature--these are some of the contributions which the Library makes to the life of the individual in the community. While an important objective of the Library is to make the process of education a continuing one throughout a person's life, the Library also recognizes that providing material which has no direct educational purpose but is designed for mental recreation is also part of its role in serving all sections of the community.

In cases where space or funds or the special nature of a library user's interest limits the help the library can provide, the referral of a question or the borrowing of material from another institution to aid the user is a secondary service that the Library extends.

In its service to young adults and children, the Library stimulates cultural interest as well as supplements the information and ideas that are required in school studies. As there are various other library facilities in the community orientated to student use, there are limitations in certain types of service provided by the Greater Victoria Public Library to students formally enrolled in courses.

From the collection of books, films, records, and other materials which are available for purchase, the Library offers its public a selection chosen to express the aims already outlined. Selection of materials to achieve these aims is the basic function without which all other library activities are worthless.

The Library takes an active part in making the community aware of its services through the facilities offered by the newspaper, television, and radio.

JAIL SERVICE

Library Privileges for Inmates

Klamath County Library
October 12, 1977

1. Responsibility for usage and care of library materials shall rest solely with the inmate for whom the material has been provided. Abuse of library privileges, willful damage or destruction of library material may result in one or more of the following: loss of further library privileges; a requirement to pay for the damages; loss of good time; and/or criminal prosecution.

2. The Library will make reasonable efforts to furnish special or specific educational materials or reading materials available whenever possible. Requests by inmates for special materials must be made in writing to a Corrections Officer.

3. Books, magazines or other reading materials which contain or are primarily concerned with subject matter which could have an adverse effect on the welfare of inmates or the security of the jail shall not be permitted. Such materials shall include, but are not limited to, information on lock picking; homebrewing of alcoholic beverages; manufacture of explosives, drugs, or weapons; information regarding procedures on jail escape; obscene materials, either written or photographic; materials which advocate or foster doctrines, use of materials, etc., which are violations of existing laws.

4. The Corrections Librarian will periodically screen materials to ensure that the materials do not violate #3.

5. Corrections Officers will periodically inspect library materials both in and out of the Corrections facility for the presence of contraband.

Policy Statement-Penal Library

Malheur County Library

PURPOSE: To establish guidelines and procedures which will permit maximum utilization of the Malheur County Library System by the Malheur County Jail.

POLICY STATEMENT: It shall be the policy of this department to adhere to the library services utilization procedures outlined below. Due recognition shall be given to all pertinent federal and state statutes, relevant court decisions as well as the declared purposes and functions of the Malheur County Library System. These guidelines and procedures shall remain in effect until otherwise amended or deleted.

1. Inmates of the County Jail shall have access to educational and recreational materials available through the Malheur County Library System, at least twice each week when trained, qualified library personnel are on duty and at hand for this purpose.

2. Any book or magazine normally available for use by patrons of the library system shall be available for use by inmates, with the following exceptions:

(a) Books, magazines and related materials which contain or are primarily concerned with subject matter which could have a direct or indirect adverse effect on the welfare of inmates or staff personnel or the security of the county jail, shall not be permitted in the jail. Such material would include, but is not limited to, information on lock picking; home brewing of alcoholic beverages; manufacture of explosives or lethal weapons; manufacture of drugs.

(b) All materials which are not accepted for distribution by the US Postal Service, or which violate federal or state law, or which are judged to be obscene by the application of contemporary community standards.

3. Responsibility for usage and care of library material shall rest solely with the inmate for whom the material has been provided. All provided materials shall be considered jail property for purposes of the rules of conduct and disciplinary procedures contained in the Prisoner's Manual.

4. Abuse of library privileges, willful damage to or destruction of library materials may result in withdrawal of future such privileges for the inmate or inmates for the remainder of that inmate's stay in the county jail. Withdrawal or suspension of library privileges shall be in the manner prescribed by the Prisoner's Manual. Disciplinary procedures for any act other than damage to or destruction of library materials shall not include loss or restriction of library privileges.

5. Twice a week each inmate with library privileges shall have access to the printed book list and a sheet of paper on which to write his or her request for library materials. His request will then be turned in to the jail personnel responsible and the librarian will make every effort to fill and return the requested material on the following day. Each article may be checked out for a period of two weeks. At the end of that period, the article shall be returned to the jail library. An inmate may then request that the article be renewed for an additional week. If there are no further requests pending upon that article, it will be duly renewed. Any inmate with an overdue article shall receive no further materials from the library till the overdue article is returned.

6. Requests for special or specific reading material shall be made in writing to the librarian.

MATERIALS SELECTION

Materials Selection Policy — Fort Vancouver Regional Library

This policy for the selection of books and all other library materials for the use of the public has been developed as a flexible guide for all those concerned with the selection process for the Fort Vancouver Regional Library. It is intended as a broad guide and not as a procedure manual.

The Board of Trustees of the Fort Vancouver Regional Library recognizes that within the Fort Vancouver region there are groups and individuals with widely separate and diverse interests, backgrounds, cultural heritages, social values, and needs. The Board further recognizes that the library was created to serve all of the people within the service area of the region regardless of age, race, creed, national origin or political or social views. Therefore, the selection policy for library materials shall be as follows.

1.

Library materials selection is and shall be vested in the Director of the Fort Vancouver Regional Library and, under his direction, such members of the staff who are qualified by reason of education and training. Any library material so selected shall be held to be selected by the Board.

2.

Selection of library materials shall be made on the basis of interest, information, and enlightenment of the people of the service area. Factors to be considered shall include timeliness, effective expression, significance of subject, sincerity, responsibility of opinions, and evaluations in professionally recognized critical guides. No materials shall be excluded because of race, nationality, or the political or social views of the author. Library materials will not be sequestered except for the express purpose of protecting them from damage or theft.

3.

The Board of Trustees of the Fort Vancouver Regional Library believes that censorship is a purely individual matter and declares that, while anyone is free to reject for himself materials of which he does not approve, he cannot exercise this right of censorship to restrict freedom of others to read or inquire.

4.

The Board of Trustees of the Fort Vancouver Regional Library adopts and declares that it will adhere to and support:

a. The Library Bill of Rights, ALA Council, June 1967.

b. The Freedom to Read revision, ALA, Midwinter 1972.

c. The Washington Library Association Statement of Policy on Intellectual Freedom in Libraries, 1959.

d. Free Access to Libraries for Minors, ALA'a interpretation of the Library Bill of Rights, June 1972.

Copies of these four documents are made a part hereof.

5.

A patron questioning material in the library collection is free to ask designated members of the library staff concerning such materials; such staff members are encouraged to discuss the matter if other duties do not prevent their doing so at that time. A patron still questioning material in the library collection is then requested to state his opinion in writing on a form which will be provided by the library. After the form is filled out and returned to the Library Director, the statement and the material in question will be brought before the Library Board at its next regular meeting for consideration. A reply will be made to the patron in writing by the Board as soon as practical.

Material under question will remain in the active collection until a final decision by the Library Board.

The Library Board will not consider a complaint as to a specific item of material which is nationally distributed and readily available within the community.

This selection policy is to be periodically reviewed and revised by the Library Director at the direction of the Library Board.

2. Principles of Selection

Greater Victoria Public Library
May 1972

2.1 Printed Material, Including Periodicals, Government Documents, and Pamphlets.

2.1.1 General Statement

The decision to include or exclude a particular item in the Library's collection is based on a number of considerations, although they may not all be applicable to each item: an assessment of a work's accuracy, its artistic qualities of style or interpretation, including its clarity, its comprehensiveness, its power to stimulate or provoke thought, the work's permanent value as a classic, or its special value in meeting the needs of the community by contributing to the understanding of social questions and problems, or in some other way by being topical. The aim of selection is to meet the needs of the community by creating a balanced collection which is representative of all points of view on a subject, including the humorous and satirical, and which provides for various levels of intelligence and education.

Where limitations of space and funds are important factors, as in branch libraries, comprehensiveness of a work may be the essential criterion. One balanced book may have to take the place of several titles selected to provide various points of view on a subject.

Although selection reflects known community needs and interests, consideration is given to the fact that interest may not come into existence without the material to create it. The Library exists to foster interest as well as to sustain it.

The Greater Victoria Public Library is used as a reference and resource centre by a large portion of the Capital Regional District. For this reason material is considered for a larger public than encompassed by the Greater Victoria area.

In view of the fact that in most instances students already have access to library service that should be especially developed to meet their needs, the service that should be especially developed to meet their needs, the service provided for them by the Library is regarded as a supplementary one. No attempt is made to provide the basic text books required by students for their courses. The Library does not undertake to provide full coverage of material at an advanced academic or technical level, though some material of this kind is acquired in the ordinary process of building the collection.

While the Library avoids duplicating certain material supplied by other types of libraries in the area, within the Library itself duplicate buying is necessary. The provision of extra copies of books in heavy demand is an obvious need. Reference copies are often obtained of books not designed as reference material but which are useful in answering reference questions. Titles of interest to children and adults are also frequently bought by both the Circulation and Youth Departments.

The most common reasons for not purchasing certain publications are that: (1) they are poorly written or badly presented, (2) they contain unreliable information, (3) the information they contain is already available in some other form or is in little or no demand, and (4) they do not offer a broad enough interest appeal for the community. The last two factors become of greater importance in the bookmobile and branch libraries where limitations of space and funds require that the emphasis in selection be placed on the materials in heaviest demand.

The Library does not make a policy of excluding books which are biased, partisan, anti-social, or which are likely to offend the tastes of some citizens for reasons of frankness of vocabulary or description, unless these books are also below our accepted standards of selection. A balanced collection will represent all points of view on a subject, even those that might be considered extreme.

2.1.3 French Language Material

French being an official language in Canada, books in that language are purchased to aid those wishing to become more proficient in the language and to supply reading material to those for whom French is a first language.

2.1.4 Material in Languages other than French and English

Reading material in languages other than English and French is added to the collection and is intended to serve those learning a language who wish to improve their skill and those who wish to have some recreational reading in their native language. The diverse interests in this area could only be fully served by a large collection of books in numerous languages. With the limited funds available, the best that can be done to serve patrons wanting foreign language material is to purchase representative works in the chief European and oriental languages using the established principles of selection as a basis for purchase.

2.1.5 Paperback Books

Paperback books are purchased for the collection and fall into three categories: (1) those to form a permanent collection, (2) multiple copies for special purposes, such as heavily reserved titles, and (3) popular books.

2.1.6 Periodicals

The periodical collection is designed to offer the public a wide range of current reading. In general, the periodicals selected are those designed for the general reader. When technical subjects are considered, those periodicals covering fairly broad subject areas are acquired rather than those published for the academic and technical specialist. The uneven nature of subject coverage by the magazine publishing industry means that some subjects are more fully represented by periodical literature than others and in a few cases the more advanced type of journal is provided because it contains the only information available.

When choosing between periodicals similar in coverage, preference is usually given to a title published in Canada. The selection of periodicals is made on a subject basis, and responsibility for the selection of periodicals lies with the department heads at the Central Library and with the librarians in charge of the branches. All recommendations for new subscriptions or cancellations of periodicals are approved by the Director.

2.1.6.1 Unsolicited Periodicals

Periodicals donated to the Library that are published by interest groups, religious or otherwise, are accepted on the same basis as are all other donations; that is, the Library accepts the donation with the understanding that it is free to make use of the material or discard it. In general, the Library's policy is to provide a periodical collection with a balanced point of view.

2.1.7 Replacements

The replacement of books is part of the selection process. This is required for worn out books and for new editions. It may be decided to replace a title which has become inaccurate or out-of-date through the growth of knowledge or change in public taste with another title rather than with a new copy or edition of the original one.

Theft or mutilation of books by removal of text or illustrations is an inevitable part of the process of providing a loan service to the general public, and is a problem of varying importance in all subject areas. As a rule, stolen books are replaced (if still available) and mutilated ones are either repaired by insertion of photocopies of missing material or discarded and replaced by new copies. In the case of titles which are persistently removed or damaged, it may be decided not to continue replacement.

2.1.8 Suggestions

Suggestions from the public for the purchase of books or other materials not in the Library's collections are referred to the Department concerned and are considered according to the Library's general selection policies.

2.1.9 Vertical Files

The vertical files contain pamphlet material which is intended to provide handy, condensed information on a wide range of topics to serve the needs of all types of library users. The vertical files include illustrative material clipped from various sources.

2.2 Subject Considerations

2.2.1 Canadiana

Current Canadiana is purchased for the Library's basic collection. Emphasis in collecting is placed on those subjects which deal with British Columbia.

2.2.2 Fiction

The fiction section includes imaginative prose writings in English. Translations are provided when the work was originally written in another language. The fiction section, perhaps more than any other, must cater to a wide variety of reading tastes and objectives. Careful selection from the immense amount of published material is essential. In general the criteria employed in the selection of a particular title are: (1) the worth of the particular book under consideration, (2) the relative importance of the author, particularly to Canadian literature, (3) the amount of space and funds available, and (4) the demand of readers for a particular type of book. These criteria are flexibly applied. In the case of new writers, for example, the second criterion

does not apply and the first is paramount. In selecting light reading, the fourth criterion may override the first.

2.2.3 Genealogy

No attempt is made to provide a comprehensive library of genealcgies. Selection in this subject favours the instructional type of book, general guides on national lines (e.g., on Irish families), and all standard works on heraldry.

2.2.4 Law and Medicine

In these subjects, it is the policy of the Library not to purchase textbooks of the kind used by the student and by the practitioner in pursuit of his professional work. General books obviously designed for the layman reader, popular studies, histories, and the like are added to the collection. In medicine, books on certain aspects of the subject, such as public health, elementary nursing, alcoholism and narcotic addiction, are purchased. In law, federal and provincial statutes are held and kept updated, and popular books on commercial, civil, criminal, and international law designed for the general reader are provided.

2.2.5 Library Science

Materials in this subject include professional books and periodicals, library reports, and miscellaneous pamphlets. All are designed to foster professional development and to provide information to the general public.

2.2.6 Musical Scores

The printed music collection aims at full representation of the works of well-known composers. Criteria used for selection are the importance of the work, public demand, and the quality of the edition. No attempt is made to supply popular music other than folk music, song books of "old favourites," and musical comedies.

2.2.7 Religion

The need to represent all major points of view is important in this subject. Selection is complicated by the wide variety in treatments and levels of presentation and guidance is sought from the general review media in preference to religious journals.

2.2.8 Sex

The Library purchased books about sex for all readers, such as social workers, clergymen, teachers, parents, children, married couples, and adolescents. Every effort is made to obtain only authoritative, up-to-date materials. Books on sex education suitable for inclusion in the Youth Department are also acquired.

2.3 Non Book Material

Non-book materials are selected for the library system on the same basis as printed publications.

2.3.1 Films, Filmstrips, and Slides

The Audio-Visual Section contains 16mm sound films, slides, and filmstrips. This type of material is purchased for information on a topic and care is taken in selection to ensure that an item is the best one of its kind available. However, in some cases it may be necessary to purchase only a fair product if it offers the only information in this form available on a popular topic. Generally the materials acquired are those on subjects of community interest, social problems, travel, and children's films of an imaginative nature. Materials are also acquired to stimulate discussion. Films are also purchased which illustrate the history of the cinema, are experimental, and show various aspects of the art of film making. Highly technical items in this media, sectarian items, and items designed for classroom use are not added to the collection.

2.3.2 Framed Reproductions

Reproductions representative of the various schools of art from prehistoric cave paintings to the present day are purchased and suitably framed. A high standard of quality is maintained in choosing reproductions, as the collection is used for serious study as well as for decorative purposes.

2.3.3 Microfilm

Increasing use of journals and consequent loss and damage to individual issues makes the acquisition of microfilm especially important. Not only does microfilm offer better and faster service to the user, it decreases staff costs needed for upkeep of the stack periodical collection. Within the framework of the budget, microfilm will be acquired for the back files of the most commonly used titles.

2.3.4 Recordings

Recordings, including cassettes, are chosen on the basis of their content, musical interpretation, and technical quality. The collection includes classical, jazz, popular, and folk music as well as musical comedy. As far as popular music is concerned, no attempt is made to cover all the music popular at the moment. Rather, the Library purchases one or two representative albums of artists who, after a trial period, have proven to be of a calibre to leave a lasting mark in their field. The collection also includes children's records, poetry, drama, language, and other non-musical recordings. The Library has an obligation toward minority interests in supplying items not likely to be found in the average home. An effort is also made to parallel the record and score collection whenever possible.

2.3.5 Used Materials

Used items, such as recordings, are not purchased by the Library except under special circumstances.

Book Selection Policy — Juneau Memorial Library

The following criteria applies to all of the Juneau City and Borough Libraries.

CRITERIA FOR COLLECTION

The criteria guidelines for selection of material include:

1. Educational and informational value
2. Representation of varying points of view
3. Authority, effectiveness and timeliness of presentation
4. Availability of material elsewhere
5. Funds and space

Selection of material is made on the basis of book reviews and other reviewing media, such as special bibliographies, subject lists and catalogs.

The library subscribes to the McNaughton Book Service for those current best selling fiction and nonfiction books which may have a high demand for a short period of time.

The library will attempt to maintain a collection that is balanced, having material on most subjects and points of view, insofar as this is practical following the guidelines stated above and in keeping with interests represented in the community.

Attention will be paid to the special interests and commercial, industrial, cultural and civic enterprises of the people living in the community. Patrons are invited to request the purchase of specific items by the library. The final decision rests with the head librarian who must consider the qualifications listed above and balance the special interests of one individual or group against the needs of the whole community.

Since the library cannot have a totally comprehensive collection it will be necessary to borrow through Interlibrary Loan those items not of general interest to the community.

The library does not attempt to acquire text books or other curriculum related material except as such material also serves the general public.

The library takes cognizance of the purposes and resources of other libraries in the community and shall not needlessly duplicate function and material.

Alaska Books

A collection of books about Alaska and its environs will be maintained as comprehensively as possible within the bounds of the budget and the interest needs of the community.

Locked Case

Restricted access to library materials is in direct contradiction to the principles expressed by the American Library Association. Even when a title is listed in the card catalog with a reference to its restricted shelf status, a barrier is placed between the patron and the publication. Some material must be placed in a locked case to protect it from theft and mutilation but this is the only reason for such a shelf location for any item.

Gifts

Gifts will be accepted with the understanding that if they do not enhance the collection they will be disposed of in a judicious manner. The same criteria applied to purchased materials will apply to gifts.

Branches

The same criteria will apply to selection in the branches, the vertical file, and periodicals and newspapers.

Weeding

Weeding should be conducted periodically. The criteria applied to the selection of books will also be applied to their removal.

Intellectual Freedom

The library does not promulgate particular beliefs or view, nor is the selection of any book equivalant to endorsement of the viewpoint of the author expressed therein. Within the framework of the Library Bill of Rights and the Freedom to Read Statement, adopted by the ALA, it does provide material representing all approaches to public issues of a controversial nature.

The library is aware that one or more persons may take issue with the selection of a specific item, and welcomes any expression of opinion by patrons, but does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein.

To provide a resource where the free individual can examine many points of view and make his own decisions is one of the essential purposes of the library.

Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books may inadvertantly come into possession of children.

Any library that buys only books acceptable to everyone will have very few books. Each reader is privileged to select for himself among the books in the library and no one is obligated to read what he does not like.

Library Materials

Lake Oswego Public Library
Adopted November 9, 1976
Revised August 23, 1977

A. COLLECTION SCOPE

1. The Library will provide, insofar as resources permit, materials of all types which help to meet its objectives, including non-book materials in a variety of formats.
2. The Library attempts to meet and anticipate community needs, within the limitations of budget, space, and availability of materials, with a balanced collection of materials on all subjects for users of all ages and levels of experience. Thus the collection ranges from picture books for preschoolers and easy-to-read books for beginning

readers to nonfiction for the general adult reader, and where sufficient demand warrants, for the specialist as well. The juvenile collection includes material suitable for children, through the eighth grade; the adult collection includes material for ninth grade through adult readers. Some materials may be duplicated in both collections if judged useful at all levels.

3. While attempting to support and compliment the book holdings of the Lake Oswego Public Schools and other local educational institutions, it is not the province of the Public Library to supply textbooks for school use, nor to purchase multiple copies of a given title in order to satisfy the demands of a mass assignment. The Library has materials for individual study, but is not primarily designed to furnish reading required for academic coursework.
4. The Library asserts its right and duty to include in its collection materials on all sides of controversial issues. It is understood that purchase of controversial items by the Library does not constitute endorsement of the views expressed.
5. The Library purchases books about sex for users of many ages and interests, personal and professional. An effort is made to obtain the most authoritative and up-to-date materials available.
6. Materials such as bestsellers in intense but temporary demand will be purchased in paperback as far as possible to help meet demand inexpensively; duplicate hardback copies may be purchased if resources permit and demand warrants, and gifts of those titles will be encouraged. An effort will be made to purchase bestsellers ahead of or at time of peak demand.

B. SELECTION OF LIBRARY MATERIALS

1. Responsibility

Authority for the determination of a policy in the selection and acquisition of library materials is vested in the Library Board of Trustees. Final responsibility for selection of materials within policy guidelines rests with the Library Director. Certain areas of responsibility for selection are assigned by the Director to appropriate professional staff. Any staff member may submit suggestions for the purchase of an item, as may library patrons. On a regular basis, all suggestions are considered for purchase by the professional staff and the Library Director according to the Library's selection policy.

2. Selection Policy

a. Within practical limitations, materials are selected for their literary or artistic merit, authentic information, usefulness, enjoyability and/or current or historical interest. Judgments of experts, or professionally trained staff members and of qualified reviewers in respected sources provide a balance of opinion as the basis for selection. Final decision is based on the anticipated value and interest of the material to the Library's public, regardless of the personal taste of the selectors. These standards apply equally to materials purchased and to those received as gifts.

b. The Library subscribes to the Library Bill of Rights of the American Library Association, which affirms, in part, its belief in the following basic policies:

"i. As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the

community. In no case should any book be excluded because of race or nationality, or the political or religious views of the writer.

"ii. There should be the fullest practicable provisions of material presenting all points of view concerning the problems and issues of our times, international, national, and local; and books or other reading matter of sound factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.

"iii. Censorship of books urged or practiced by volunteer arbiters of morals or political opinion or by organizations which would establish a coercive concept of Americanism, must be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment through the recorded word."

c. The Library also subscribes to the Freedom to Read statement prepared by the American Library Association and the American Book Publishers Council.

d. Materials which are no longer useful in the light of the stated objectives of the Library or which are damaged or worn out, will be systematically weeded from the collection according to accepted professional practices.

Materials Selection — Lewis and Clark Library

I. Philosophy of Lewis and Clark Library

The role of the public library in America today is to provide all people free and convenient access to the world of information. It is the goal of Lewis and Clark Library to provide equal access to information to all people in the area served by the library and to all people using the library. To achieve its goal, the Lewis and Clark Library must make easily available all materials, printed and non-printed, and actively promote their use throughout the service area.

II. Selection Objectives of the Lewis and Clark Library

A fundamental factor in the role of providing information is the selection of materials. The following objectives of selection form the Materials Selection Policy of the Lewis and Clark Library, the purpose of the policy guidelines for the staff in their role as selectors.

In recognition of the vital importance to every citizen of free and convenient access to the world of ideas, information, and creative experience, the Lewis and Clark Library incorporates as part of this policy the Library Bill of Rights, adopted by the Council of the American Library Association on June 18, 1948, and the Freedom to Read Statement, adopted by the American Library Association and the American Book Publishers Council in June, 1953.

The very nature of the demands made upon the collection require that selection be inclusive rather than exclusive. For this reason the selective process must provide materials of every format which:

1. Are designed to increase the individual's ability to function effectively as a productive member of society through informal education and self-understanding.
2. Are of a contemporary nature representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends, and controversies.
3. Are source materials and thoughtful interpretations which document and illuminate the past.
4. Provide a meaningful aesthetic experience, stimulate the imagination, and increase the individual's potential for creativity.
5. Extend the individual's capacity to understand the world in which he lives.
6. Entertain and enhance the individual's enjoyment of life.

III. Authority for Selection

The ultimate authority for selection rests with the Library Board through its role of setting and interpreting of policy.

IV. Responsibility of Selection

Selection is to be based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. It is the responsibility of the library to provide materials which will enable the citizen to form his own opinions. Every attempt is made to strike a balance between selection of materials according to their value, and selection of materials according to their demand.

A selection committee made up of professional library staff members is responsible for the selection of materials to be added or removed. Realizing that committee members cannot be experts in all fields, materials selction aids are used in combination with personal knowledge of materials and a thorough knowledge of the interest of users and the special interests of the community.

The ultimate responsibility for the selection of materials lies with the library director.

V. Factors in the Selection of Materials

The community as a factor in Materials Selection.

The general goal of the Lewis and Clark Library is to develop a materials collection which meets the diverse informational needs of citizens of all ages, ethnic groups, and occupations within its service area.

This area includes two counties, Lewis and Clark County and Jefferson County, and its major metropolitan area, the capital city of Helena. The total population to be served in this area is about 40,000 people. The population is supported by agriculture, state government employees, some tourism and manufacturing and retail trades. A substantial Indian population resides throughout the area. An effort must be maintained to select materials suitable in form, level, style, and subject content to meet the needs of this diverse population. The public library must be responsive to the constant changes and developments occurring within the makeup of the community and within the field of communication as a whole. The library must strive to select materials in anticipation of the future needs of the community including the non-user.

The public library, as a tax-supported information agency, with the entire community as its constituency, has the responsibility to coordinate access to information throughout the community. As such, it is imperative for us to take into account the various specialized materials collections that already exist, in order to avoid duplication and to assume continuing access.

a. Responsibility for curriculum related materials belongs properly to the schools. The public library will provide materials which supplement and enrich the reference, research and recreational needs of student users of all ages.
b. The presence of the Montana Historical Society Library in the same community makes it unnecessary for the Lewis and Clark Library to be a depository for rare or specific materials on local or state history. The public library will maintain a collection of materials about local historical and informational topics of a more general, comprehensive nature.
c. Responsibility for materials specifically geared for the blind and physically handicapped belongs properly to the center provided for those individuals at the Montana State Library in the same community. The public library will provide materials which supplement and enrich the reference and recreational needs of those members of the community.
d. Other libraries in the community provide materials for professional use in specialized subject areas. The public library will attempt to coordinate collection development with those libraries. When the clear need for a specialized collection emerges we will endeavor to acquire extensively in that area.

Nature and quality of material as a factor in selection

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open mindedness, and responsiveness in the evaluation and reevaluation of all library materials, old and new. Newspapers, paperbacks, magazines, pamphlets, foreign language materials, films, recording, and other developing types of materials are acquired and made accessible as they are judged suitable, meaningful, and relevant to the community.

Each piece of material must be considered in terms of its own kind of excellence and the audience for whom it is intended. There is no single standard which can be applied in all cases when making an acquisition decision. Some materials may be judged primarily in terms of artistic merit, scholorship or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community.

To build collections of merit and significance, materials will be considered according to objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following criteria:

General Criteria

1. Suitability of subject and style for intended audience.
2. Relation to existing collection and other material on subject.
3. Suitability of physical form for library use.
4. Present and potential relevance to community needs.
5. Appropriateness and effectiveness of medium to content.
6. Insight into human and social conditions.
7. Importance as a document of the times.
8. Reputation and/or significance of author.

9. Skill, competence, and purpose of author.
10. Attention of critics, reviewers, and public.

Specific Criteria for the evaluation of works of information and opinion:

1. Authority.
2. Comprehensiveness and depth of treatment.
3. Objectivity and integrity.
4. Clarity, accuracy, and logic of presentation.
5. Representation of challenging, though extreme or minority point of view.

Specific Criteria for the evaluation of works of imagination:

1. Representation of important movement, genre, trend or national culture.
2. Vitality and originality.
3. Artistic presentation and experimentation.
4. Sustained interest.
5. Effective characterization.
6. Authenticity of historical or social setting.
7. Sympathy and conviction.

Structure of the library as a factor in selection.

The several library factors influencing selection of materials are: budget, space, the content of the present collection, and the organizational structure of the library system.

Within the restrictions of the library budget and space available, an emphasis is placed on the quality rather than the quantity of materials purchased, keeping in mind the balance that must be struck between the value of materials and the demand for materials.

The content of the present collection is constantly being reviewed so that gaps in various subject areas, areas of special interest, and areas of special format may be filled, replacement of old or outdated materials may take place, and unnecessary duplication may be avoided.

The Lewis and Clark Library is a system of five libraries consisting of the main library facility in Helena, and four smaller community libraries in Boulder, Whitehall, Lincoln, and Augusta. Effort must be made to make available all information materials to all of these member libraries. Selection of materials varies according to the function and location of the member libraries, all geared toward meeting the needs of their particular communities.

The resources of all library agencies are interlocked via the Interlibrary Loan service, through which any circulating book in the system is made available, to any library facility upon request by a borrower. Xerographic reproduction makes available non-circulating materials to any borrower. The Lewis and Clark Library is a member of the Broad Valleys Federation of Libraries. Through the Federation, materials from throughout the state of Montana, and the Pacific Northwest, are made available to all borrowers. The Inter-Library loan service provides supplementary materials which would normally not be acquired due to its rarity or high degree of specilization.

With today's growing needs for information, the public library is the community's first resource. The Lewis and Clark Library and the Board of Trustees hereby adopt the Materials Selection Policy as a part of insuring the service community full access to all information.

Materials Selection

Lower Columbia College
November 3, 1978

1) The Center will place the following priorities on faculty requests for Center materials:

Priority One:	"Reserve" service materials
Priority Two:	Weak areas in the collection
Priority Three:	Materials selected with the aid of a review when such is cited, or where requests have been divided into thirds on basis of first, second, and third choices.

2) Gifts. Gifts will be accepted only if they meet a need in the collection. The Librarian will not make appraisals for tax purposes.

3) In addition to this, the Librarian affirms the American Library Association's "Library Bill of Rights" which speaks to censorship, selection, use of the library, etc.

Materials Selection

Multnomah County Library
Library Association of Portland
July 17, 1974

I. PURPOSE AND GOALS

The Library Association of Portland provides public library service to the residents of Multhomah County. Its purpose is to make available to individuals of all ages books and other media for education, information, and recreation. The diversity of community interests require a wide range of subjects and the presentation of multiple points of view varying in treatment from the simple to the complex. To this end, the Central Library acts as the resource and referral center for the Library System. The Branch Agencies maintain basic collections of a general nature, reflecting the interests and concerns of the communitites they serve.

II. RESPONSIBILITY FOR SELECTION

With the approval of the Board of Directors, the Head Librarian and the professional staff have full responsibility for the selection of materials.

III. POLICY

The Library Offers basic and supplementary materials for general readers, including representative titles on popular subjects of current interest as well as works that are experimental or nonconformist. These are selected for their literary merit, authentic information, serious intention, and/or current interests. Materials are neither excluded nor proscribed because of the race, nationality, political, social or religious views of the author, or because of individual or group prejudice within the community. The Library seeks to obtain presentation of all points of view and all sides of issues.

Supplementary materials for students and information for specialists are provided in a limited number of fields, the Library taking cognizance

of and avoiding unnecessary duplication in subject areas which are the special prerogative of other community resources. Study outlines, synopses of books, and abridged books are generally purchased only when needed for professional requirements or for reference purposes. Textbooks are purchased only when the information also serves the general public or is unavailable in other form.

IV. CRITERIA FOR SELECTION

Each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:

1. Appeal to the interests and needs of individuals in the community.
2. Permanent value as source material or interpretation.
3. Vitality and originality of thought.
4. Contemporary significance.
5. Artistic excellence.
6. Entertaining presentation.
7. Accuracy and objectivity.
8. Suitability of physical form to library use.
9. Skill, competence, and purpose of the author.
10. Relations to other materials and existing areas of coverage in order to maintain a well balanced collection.
11. Technical quality in selection of nonbook material.

V. REPLACEMENT AND MAINTENANCE

The Library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance, or no longer in demand.

VI. ACCESS

The Library assures free access to its holdings for adults who are free to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to the Juvenile Collection, although Juvenile collections are kept together to facilitate use. While a permit system is used for children's circulation of adult materials, responsibility for a child's reading must rest with the parent or guardian, not with the Library. Children's reading cannot be monitored in the Library; librarians will use professional judgment in approving requests for circulation, but librarians cannot know the maturity of every child nor know every parent's wishes in this area.

Access to some materials may be controlled at the discretion of the librarian because of their rarity, their physical condition, or the likelihood of theft or mutilation.

STATEMENT OF SPECIFIC POLICIES IN SELECTED AREAS

I. ADULT MATERIALS

A. Fiction

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The fiction collection provides books in the English language for the wide range of interests of the general reading public, including

classics in the field, titles representing periods of writing and those meeting the popular demand for light reading. Selection is based on general appeal, permanent value as creative or realistic writing, originality, contemporary significance, literary excellence, entertaining or amusing qualitites, and relation to other works in the collection. New titles are considered on the basis of critical comment of staff readers and professional reviews from any periodical that includes fiction in its book review section.

B. Genealogy

Indexes and works with comprehensive coverage of many family lines are the base of the genealogical collection. Records of wills and marriages may be purchased if they are name indexed. Items covering colonial, revolutionary, and federal periods are purchased at present: books representing other periods may be accepted as gifts. Individual family histories are rarely purchased unless of outstanding national or local importance.

C. Health and Medicine

The Library generally purchases standard and popular materials in health, nutrition, hygiene, diseases, and medicine that are primarily of interest to persons outside the medical profession. The University of Oregon Medical School Library serves persons within the medical profession.

Authoritative, scientific, and popular materials about sex are provided for the general reader at various ages and reading levels. Books catering to morbid, esoteric or sensational interests do not come within the scope of the collection.

D. Law

The Library purchases standard and popular materials which deal with the philosophy of law and particular types of law such as real estate, taxation, marriage, and divorce for the lay reader.

Laws, regulations, and court decisions for the United States, Oregon, Multhomah County, and Portland are included in the collection. Similar material for other counties and states are not included. The Multhomah County Law Library serves the legal profession.

E. Religion

The Library attempts to maintain a well-balanced collection representing all the major religions and their sacred scriptures. Authoritative material which introduces and explains the basic concepts and practices of the various religions and beliefs is also included. The Library does not add materials of a strictly proselytizing nature. The collection encompasses popular studies on new ideas and movements which are taking place in religion today.

II. JUVENILE MATERIALS

The Children's Service Department selects materials on subjects of interest to and within the comprehension of children from pre-school through the eighth grade.

A few adult books of interest to students of children's literature, parents, and working people with children are also purchased. These include historical perspectives and evaluations of children's literature, information on children's authors and illustrators, and bibliographies of materials for children.

Graded readers are bought sparingly for the primary grades only. Abridged editions of the classics are purchased only when they retain the quality or flavor of the original.

Paperback books usually duplicate copies of hardbound titles already in the collection. In addition, a few easy reading ephemeral books are purchased.

III. YOUNG ADULT MATERIALS

Titles of interest to persons of high school age are purchased by and shelved in the respective adult subject departments. Specialized review sources are consulted as well as the standard journals.

IV. EXTENSION MATERIALS

A. Branches and Bookmobiles

The adult collections are designed to supply appropriate materials for home reading and study through the extension of library service into local communities. The collections aim at breadth rather than depth in the various subject fields as well as in fiction. Reference collections, selected for the individual communities, are maintained in each branch, but the major portion of the collection is purchased for home use.

While an effort is made to supply the needs of the student, the main emphasis is placed on the needs of the general reader in each particular area: the specialist or research worker is referred to the Central Library, although materials may be requested from Central if they are not in a branch collection. Books appropriate to the needs and tastes of young people and children are purchased. Selection of all materials is made from titles held by Central departments.

Books, periodicals, and pamphlets are purchased for each collection, while art prints are purchased only for designated branches. Films, slides, or records are not generally included in any extension collection.

Paperback titles for collections are purchased as supplementary material and to provide duplicate copies of popular titles.

B. Stations and Home Service

Materials are provided to the Jails, Juvenile Detention Home, Drop-In Centers and other specified institutions through the Extension Department of the Library.

These collections make use of gift copy donations as well as purchased titles and may include titles that are not in the Central Library collection. Emphasis is upon reading encouragement as well as quality of materials.

V. NONBOOK MATERIALS

A. Periodicals and Newspapers

The Library endeavors to provide the most representative periodicals in a wide range of subjects of reference value and recreational interest. Particular emphasis is given to titles included in periodical indexes. Specialized titles are considered in relation to subject needs and their availability in area and regional libraries as determined through union lists of serials. A considerable number of periodical titles are retained on microfilm.

The Library maintains current and back files of the major Portland newspapers, The New York Times, The Pittsburgh Courier, The Wall Street Journal, and The Washington Post. The majority of newspaper back files are retained in microfilm. Other principal Oregon daily and weekly newspapers and a representative collection from major U.S. and foreign cities are also received. These newspapers are selected on the basis of journalistic standards, geographical representation, and demand.

B. Maps

The reference map collection includes the U.S. Geological Survey topographic quadrangles and the Army Map Service sheets. A small circulating collection is maintained. Subject departments select subjects and political maps with emphasis on the United States and Western areas.

C. Films

The Library selects for circulation an adult collection of 16mm sound films on a wide variety of subjects, with emphasis on the educational rather than the entertainment type of film. Films are selected for community audiences and are available for group and home use.

The Children's Service Department selects a juvenile film collection. These films are chosen primarily for the entertainment of children with preference given to films based on books.

Films are not selected specifically for classroom use since the school districts are responsible for the provision of basic classroom resources.

Sponsored films offered for loan are added to the collection in accordance with the general selection policy.

The Library purchases a limited selection of standard 8mm films for home use.

D. Microforms

Microforms are purchased when materials are otherwise unavailable, fragile or too bulky to retain in original forms.

E. Art Reproductions and Slides

The color art reproduction collection is designed for appreciation in the home. The artist's work must be generally accepted by art historians or critics as a serious, creative contribution in the field of fine arts.

The color slide collection is limited to art subjects.

F. Scores

The collection of music scores includes works which, broadly interpreted, constitute a meaningful and permanent contribution to the literature of music. It also includes beginning and intermediate study music, familiar song books, and children's song books. Monumental sets of definitive collected editions are purchased because of their value for the performer. Popular songs and orchestral parts are purchased when necessary to fill in collections ordinarily maintained by gifts. Choral parts are not duplicated in quantity.

G. Recordings

The reference collection of recordings consists of discs and tapes of permanent importance, uniqueness of titles, and/or performance. The circulating collection consists of titles in the standard repertory; less often performed works in the finest available performances; current popular songs of this country and a limited amount of popular music of other countries. Both collections add recordings of jazz and Broadway musicals which have a place in the permanent tradition of American music. Spoken discs include literature, documentaries, foreign languages, and dictation instruction.

VI. OREGON COLLECTION

This special reference collection consists of materials on the subject of Oregon of interest to historians and serious research workers. The term Oregon, in relation to this collection, applies not only to Oregon since statehood in 1859, but also to the Oregon Territory prior to that date. Significant items related to the Westward Movement are considered within the term Oregon Territory.

Books and other printed materials which cover a broader area than just the state of Oregon, for dates later than 1859, are included if they treat some aspect of Oregon extensively and authoritatively. Oregon imprints, except documents, and works of Oregon authors are added only when they deal with Oregon as a subject. Oregon documents are acquired regardless of subject. Other libraries in the state collect Oregon manuscripts, authors, and imprints.

The Oregon Collection policy is further elaborated in "The Oregon Collection Manual."

Acquisition Policy — Oregon Historical Society Library

1. Since its founding in 1873, the Oregon Historical Society has actively collected through purchase and donation, an extremely wide range and variety of materials which illuminate the history of the Pacific Northwest region, defined as including Northern California, Oregon, Washington, Idaho, Montana, Alaska, and the North Pacific basin, including Siberia.

2. Our extensive collections of manuscripts, books, serials, newspapers, photographs, maps, federal and state documents, film, tape and disc recordings, pamphlets, broadsides, as well as other printed and pictorial ephemera reflect this regional view.

   The collections present an overview of the region, and they afford in-depth research potential of the state of Oregon and the early Oregon territory.

3. The Society continues an active program of acquisitions to build and enrich its collections and to fill in gaps.

4. Printed and Audio and Visual Materials:

   a. Histories of the region, as defined above, but especially of Oregon are added.
   b. Materials on subjects, other than history, are added selectively if they substantially help inform the researcher regarding the religious, political, economic, scientific, and technologic aspects of the region; thereby broadening and enriching his interpretation of history.
   c. Fiction or poetry titles which give an interpretation, description, or understanding of life in the state of Oregon during any period of time are added.
   d. Books and other materials which cover a broader scope or area are selectively included if they treat some aspect of the Pacific Northwest fairly extensively or authoritatively.
   e. OHS is a depository for Oregon documents. Acquisition of state documents is done on a selective basis, due to the enormous volume published and the availability of these sources elsewhere in the State.
   f. Federal documents are selectively acquired, and only when they pertain to the region.
   g. Manuscripts pertaining to the history of the region, particularly the State of Oregon, are actively sought.
      Manuscripts accepted via donation clearly must relate to the history of the region and must be of sufficient significance to justify processing time and shelf space.

h. Oregon imprints and works of Oregon authors are usually added only when they deal with the State, or a part of the region, as a subject.

i. Little local newsletters, house organs, etc. are added sparingly, but consideration and thought is being given to expand collection building of these materials. It would be a unique contribution because no library in the area is now collecting and preserving this type of literature.
Strictly advertising publications are given low priority.

j. The Oregon Historical Society attempts to collect and maintain all daily and weekly current Oregon newspaper microfilm subscriptions, while filling gaps in its backfiles. The ultimate goal is a complete microfilm file of all Oregon newspapers.

k. The Library purchases monographic materials in microform when they are significantly cheaper than their hard copy counterparts. The Library also purchases paperbound monographs when hardbound copies are unavailable or significantly more expensive.

5. Gifts will be accepted only when they enhance the collections and are germane to the scope and research activities carried on at the Center.

Any duplicate, unneeded, or non-relevant materials will be offered on exchange (a service maintained to facilitate the sharing and disseminating of information), will be sold at the annual "Wintering-In" sale, or will be otherwise appropriately disposed of.

At all times, the Society reserves the right to use or dispose of materials, donated or purchased, as it deems most appropriate. Any library materials declared expendable must be approved by the Chief Librarian.

6. Donations are generally tax deductable. However, the Oregon Historical Society cannot appraise donations for tax purposes.

For the protection of the Donor, tax appraisals should be done by a disinterested third party. Appraisal of a gift to a library for tax purposes generally is the responsibility of the Donor since it is the Donor who benefits from the tax deduction.

OHS follows the procedures of the vast majority of manuscript depositories by suggesting an outside appraiser.

Book Selection Policy

Timberland Regional Library
Adopted August 21, 1969

The purpose of the Timberland Regional Library book selection policy is to guide Librarians and to inform the public about the principles upon which selections are made.

A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.

The Library sets as its major goals in book selection: The advancement of knowledge, the education and enlightenment of the people of the communities it serves, and the provision of recreational reading. Basic to the policy are the Library Bill of Rights as adopted by the American Library Association and the Freedom to Read Statement as adopted by the ALA Council. Copies of these documents are available to the public upon request.

DEFINITIONS

The words "book", "library materials", or other synonyms as they may occur in the policy that every form of permanent record is to be included, whether printed or in manuscript; bound or unbound; photographed or otherwise reproduced. Also included are audio records on tapes, discs or otherwise, films and pictures in the form of photographs, paintings, drawings, etchings, etc.

"Selection" refers to the decision that must be made either to add a given book to the collection or to retain one already in the collection. It does not refer to reader guidance.

RESPONSIBILITY FOR BOOK SELECTION

The final responsibility for book selection lies with the Director. However, the Director will delegate to staff members authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems will be referred to the Director for resolution.

OBJECTIVES

The primary objectives of book selection shall be to collect materials of contemporary significance and of permanent value. The Library will always be guided by a sense of responsibility to both present and future in adding materials which will enrich the collection and maintain an over-all balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. The Library will provide, too, a representative sampling of experimental and ephemeral material, but will not attempt to be exhaustive. The Library does not consider it necessary or desirable to acquire all books on any subject if these books tend to suplicate each other.

DUTIES OF LIBRARIANS

All staff members selecting library materials will be expected to keep the objectives in mind and apply their professional knowledge and experience in making decisions.

USE OF THE LIBRARY'S BOOKS

The Library recognizes that many books are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of readers.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no cataloged book or other item will be sequestered, except for the express purpose of protecting it from injury or theft.

The use of rare and scholarly items may be controlled to the extent required to preserve them from harm.

Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of children.

GUIDELINES FOR SELECTION

1. The Library takes cognizance of the purposes and resources of other libraries in the area and shall not needlessly duplicate functions and materials.

2. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

3. Legal and medical works will be acquired only to the extent that they are useful to the layman.

4. The Library acknowledges a particular interest in local and state history but recognizes that it is not always possible or necessary to acquire every title written by Washington authors.

5. Because the library serves a public embracing a wide range of ages, reading skills, and educational backgrounds it will always seek to select materials of varying complexity.

6. In selecting books for the collection, the Library will be attentive to the special commercial, industrial, cultural, and civic enterprises of the communities it serves.

GIFTS

The Library gratefully accepts gifts of books, but reserves the right to evaluate and to dispose of such gifts in accordance with the criteria applied to materials which are purchased.

BOOK COLLECTION MAINTENANCE

Librarians are expected to use their experience and good judgment in removing from the collection whatever no longer serves a need, and to refurbish by rebinding or other means those materials which might suffer deterioration without such care.

Acquisition Policy

Treasure Valley Community College
Spring 1975

FUNCTIONS OF THE LIBRARY COLLECTION

The collection's primary function is service to the College's students through provision of:

Materials to supplement each curriculum area and to represent all major disciplines.

Materials related to course work but not utilized as required texts.

Reference and circulating materials for independent study.

Recreational materials to support academic and non-academic personal activities.

Other functions are:

Service to faculty with (1) materials necessary for planning and implementing curricula, and (2) general reading in all subject areas, providing it is useful also to collect students. (Texts for courses in which faculty are enrolled elsewhere are excluded unless, in the library's opinion, they have lasting value to this collection.)

Provision of browsing materials for general cultural enrichment.

In areas of active curricula, a working collection is provided. In other respects the level of the collection will vary from working to representative.

EVALUATION OF NEW TITLES

Among the various criteria for evaluating new material for acquisition, the following are considered especially important: accuracy, ludicity, authority, contribution to new knowledge, timeliness of publication, scope, literary and artistic merit, format, level of treatment, anticipated use, and quality and reputation of the author, publisher, editors, series and translation. Cost is weighed against the title's overall usefulness to the collection and strength of the collection in that subject area.

Critical reviews and first-hand inspection of recommended materials are considered the best means of accomplishing thorough evaluation.

It is attempted to represent diversity rather than uniformity of thought: no title that can be defended on the basis of the above criteria will be excluded.

ALLOCATIONS

Formal departmental and/or subject allocations are not used in connection with the acquisition budget. All acquisitions come from the library budget.

PERIODICALS

Each curriculum is supported by various periodical publications offering accurate, broad coverage of the field, in addition to acquisition tools and current news periodicals.

Periodicals are selected on the basis enumerated from EVALUATION, with special emphasis on usefulness to students, anticipated use, depth and breadth of coverage, and unique editorial features. Back issues are purchased, retained or borrowed using the same criteria. The degree to which titles appear in standard indexing media is a prime factor in assessing long-range value.

The library may discontinue any subscription which, in its opinion, fails to qualify under the above criteria.

TEXTBOOKS

Texts required for College courses are purchased only when unique treatment or other special features render them indispensable to a well-rounded collection. Where course readings occupy a small section of a work, that title is considered for purchase and may be put on reserve, providing photocopying is impractical and readings are not found in other collections already owned. Workbooks and programmed study texts without reference value are excluded.

RECOMMENDATIONS

Recommendations for new titles are accepted from all College students and professional and clerical staff; they are then considered in the framework of the policies stated above.

MEETING ROOMS

Policy for Public Meeting Rooms — Caldwell Public Library

The Board of Trustees of the Caldwell Public Library will make the public meeting rooms in the library available to any group of citizens with the understanding that they meet the following regulations:

1. Library sponsored activities are given priority in scheduling use of the rooms at all times.

2. The public meeting rooms are available for public gatherings of a civic, cultural or educational character, but not for social or religious gatherings, money-raising, political or commercial purposes.

3. Non-partisan organizations which do not endorse individual parties or candidates may be allowed to conduct meetings in the library building at which current election issues will be discussed by the candidates for public office, provided that all candidates for the same office shall have been invited.

4. Reservations for using the meeting rooms are made at the Circulation Desk and must include name of organization, time period desired, number of persons expected, name and telephone number of person responsible and the purpose or function of the meeting.

5. Attendance card must be filled out for each meeting and left in the public meeting room.

6. In the event that a program continues after the closing hour for the library, the person signing the reservation form is to be responsible for checking the emergency exit, turning out the lights.

7. There are no fees charged for use of the library meeting rooms.

8. No admission fee may be charged by any group using the library meeting rooms without written permission in advance from the board of library trustees. The only exception would be in the case of a paid registration necessary to cover expenses of 1 or 2 day institutions.

9. Children's groups may use the library rooms provided they are supervised by at least one adult for every 10 children sponsored and who accept responsibility for the group.

10. Group activities involving more than normal wear and tear on meeting rooms will not be permitted, i.e. classes in handicraft projects involving paint or other materials, which might cause damage.

11. Use of the meeting rooms includes using such facilities and equipment as projectors and the library kitchen.
    a. Each group shall be responsible for cleaning up after use.
    b. No dishes will be provided by the library.
    c. A 30-cup coffee maker is available for a fee of $1.00 payable in advance.

12. Organizations holding meetings must assume responsibility for any damage to room or contents.

13. Rooms must be left in a neat and orderly condition.

14. Smoking will not be allowed in the building at any time.

15. Organizations may provide and operate their own film projector or the library projector may be used, provided a library projectionist is employed by the organization and he or she can supply the service of his or her own time. The fee for the projectionist is $2.50 an hour, with a minimum fee of $4.00 for an evening.

16. Neither the name nor the address of the Caldwell Public Library may be used as the official address or headquarters of an organization.

17. The Librarian is authorized to deny permission to use the library rooms to any group that is disorderly, objectionable in any way, or violates these regulations.

18. In consideration for the use of a meeting room, each organization agrees that:
    a. It will pay for all damage to any property of the City of Caldwell resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.

    b. It will hold harmless the City of Caldwell and the Caldwell Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting.

19. It is understood that the City of Caldwell and the Caldwell Public Library assume no responsibility whatever for any property placed in the library in connection with a meeting; and that the City of Caldwell and the Caldwell Public Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

20. Monopolization of the meeting rooms by organizations will not be allowed, such as scheduling regular weekly meetings.

21. Storage facilities will not be provided any organization.

22. This statement of policy is subject to amendment at any time by the Board of Trustees of the Caldwell Public Library.

23. Amendments:
    1. The Community Room will be opened for use on Sunday only on approval of the Board and that the organization or individuals wanting to use the room would pay $5.00 to the staff member opening and closing the building.

Use of Meeting Rooms — Greater Victoria Public Library

The Greater Victoria Public Library Board welcomes public use of meeting rooms in library buildings by community groups. Any group wishing to use meeting room facilities must pay at least a minimum rate. Some exceptions to this rule may be made at the discretion of the Director when the activities of the group are closely related to the activities of the library or the group is sponsored by the library.

All organizations or individuals renting meeting rooms must clearly specify their own names in advertisements of meetings or events being held in premises administered by the Library Board.

Meeting room facilities are available in the Saanich-Victoria Centennial Branch at 880 Seymour Avenue (behind Town and Country Shopping Plaza) and at the Nellie McClung Branch at 3950 Cedar Hill Road.

Seating Capacity

Saanich-Victoria	McClung
700 persons in one large area	100 persons Auditorium
35 persons in each of two small rooms	29 persons Meeting Room

Bookings may be arranged during the regular hours of opening of these two libraries. For further information telephone 385-2023 (Saanich-Victoria) or 477-7111 (McClung).

Hours Meeting Rooms are Available

Meeting rooms are available for two-hour periods during the following hours:

Saanich-Victoria	McClung
10:00 a.m. - 6:00 p.m. Monday	10:00 a.m. - 6:00 p.m. Monday
10:00 a.m. - 9:00 p.m. Tuesday	10:00 a.m. - 6:00 p.m. Tuesday
10:00 a.m. - 6:00 p.m. Wednesday	10:00 a.m. - 6:00 p.m. Wednesday
10:00 a.m. - 9:00 p.m. Thursday	10:00 a.m. - 9:00 p.m. Thursday
10:00 a.m. - 9:00 p.m. Friday	10:00 a.m. - 9:00 p.m. Friday
10:00 a.m. - 6:00 p.m. Saturday	10:00 a.m. - 6:00 p.m. Saturday

All groups are urged to leave the building at closing time (6:00 p.m. or 9:00 p.m. as shown above). There is an additional minimal charge of $22.00 to cover the costs of a commissionaire for meetings which extend past the normal closing hour of the library.

Rental Charges

Preference is given to the use of the meeting rooms by community-oriented non-profit organizations. The admission charge for each two-hour period is:

Large meeting room - $5.00 Small meeting room - $3.00

However, the above charges are doubled if a fee is charged by the organization renting the room or if it used by a commercial or profit-making organization. Advance payment is required.

In order to give all community groups an equal opportunity to use these facilities, meeting rooms may only be booked for eight consecutive weeks on a weekly basis, or 12 consecutive months on a monthly basis. A period of 2 months must elapse before any group can re-book the facilities on a regular basis.

If regular morning or afternoon bookings are required, the above restrictions with regard to length of time may be ignored if it is felt that such regular bookings will not inconvenience other prospective users.

Facilities

No kitchen facilities are available. If serving refreshments, groups are expected to provide their own coffee, tea, cream, cups, etc. The library will supply a coffee urn and kettle. Rooms should be left clean and in good order.

Washrooms are available.

There is limited parking adjacent to the Branch. Groups are encouraged to find parking space outside the library parking lot in order to leave space for library users.

Equipment

A screen and a chalk board are available. Floor outlets for projectors (electricity and sound) are in each meeting area. Sound projectors (16mm) are available at $8.00 per rental through the Audio-Visual Section in the Central Library (382-7241, local 01) and must be booked through the Audio-Visual Section.

Building Use Policy

Kelso Public Library
Adopted June 1975

The meeting room of the Kelso Public Library is available to educational, civic, charitable, and cultural groups for public meetings and displays on a non-profit basis. Final determination of use of the room shall be the responsibility of the Librarian with the advice of the Library Board.

Application for use of the room:

a. Reservations for the meeting room will be taken on a continuing basis only from the following groups: American Legion Auxiliary, Business and Professional Women, Junior Women's Club, Philemon, Women's Club, and Yankettes. There will be a $5.00 per meeting fee for the privilege of continuing reservations. A meeting schedule for the club year is to be submitted in September of each year.

b. Other organizations may apply to use the room no more than a month in advance of the use. A $15.00 use fee will be charged when the Library is not open and for any social event. An application must be filled out for each use of the room.

c. The meeting room will be booked to responsible adults only and a responsible adult must be in attendance at all times during any scheduled meeting.

Use of facility:

a. The organization is required to leave the facilities in good order and is responsible for any damage incurred while using the meeting room.

b. Food may be served in the meeting room. The Library has coffee pots and some dishes available for use.

c. No alcoholic beverages are permitted (City Ordinance).

d. Smoking is permitted with the proper use of ashtrays.

Attendance:

a. All meetings are open to the public. No admission may be charged.

b. Attendance should not exceed 80 persons according to fire code regulations.

Cancellation:

a. The Library reserves the right to cancel a reservation if the space is needed for a Library sponsored program. Every effort will be made to give adequate advance notice.

b. Groups are asked to give the Library as much notice as possible if cancellation of their meeting is necessary.

Revoking of privilege:

a. The Library Board reserves the right to deny any group re-use of the building.

Meeting Room Policy

Lewis and Clark Library
Drafted January 5, 1978

PHILOSOPHY - Lewis and Clark Library provides meeting room space for library sponsored and co-sponsored programs, and for other meetings and programs of an informational, educational, cultural or civic nature.

The library will attempt to encourage use of meeting rooms for programs consistent with our overall goals and objectives as stated in the annual Library Budget, Materials Selection Policy, and Program Criteria statement.

Meeting rooms may not be reserved by commercial or denominational groups. However, committees or associations affiliated with more than one church for business transactions, when no religious services are involved, will be allowed meeting room space. Labor organization meetings will be interpreted to be commercial meetings. Trade or professional associations will be interpreted to be educational groups.

No admission charge is permitted except in the form of a tuition charge for classes, workshops, seminars, etc. sponsored by the library or a non-profit educational group or institution.

PRIORITIES - Priority for meeting space will be based on the following categories of use, with top priority going to library sponsored and co-sponsored programs:

1. Library Sponsored Programs - involve efforts of library staff.

2. Library Co-Sponsored Programs - may or may not involve library staff directly but do meet criteria for library programs.

3. Local Government Meetings/Programs - official meetings or programs of local government agencies/departments (i.e. City/County Commissioners, Boards, HCC, APO, etc.)

4. Public Programs/Meetings - any other program/meeting to which the public is invited and for which there is no admission fee.

5. Non-profit Organization Meetings - any meeting of a non-profit organization to which the public is not invited (non-profit organizations are either public agencies or those presenting a tax exempt number, etc.)

DESCRIPTION - Two rooms are available for public use:

1. Conference Room - suitable for 10-20 people with room for 10 around a single round conference table. Chalkboard, screen, and bulletin board are available. Facility for coffee making by special request.

2. "Meeting Place" - a large multi-purpose room with room for 60 at tables or 75 auditorium style. Room has 75 chairs, 20 tables, screen, chalkboard, sink, and 36-cup coffee maker.

3. Mezzanine - This is not regular meeting space and cannot be booked as the other meeting rooms. It is used at the discretion of the Program Coordinator or Director as a back-up space only. Yet when used it is subject to the same fee schedule and the following restrictions: no smoking, food or drink, no excessively noisy programs, and activities there must end by closing time.

SCHEDULING - Scheduling is handled by the Library Secretary (during business hours) or by the Information Desk (during evenings or weekends). Due to heavy room use, groups are encouraged to make arrangements at least two weeks in advance, and to notify us of cancellation. Room use fees may be refunded up to one week in advance of a scheduled meeting.

Rooms may not be reserved more than six (6) weeks in advance except for library sponsored programs. A room reservation will not be considered confirmed until a Meeting Room Contract has been signed.

Meetings should be scheduled to begin during regular library hours although meetings in session may extend beyond closing hours. The group or organization using the rooms will be responsible for assuring that all windows and doors are locked securely after the last of the group has exited.

PARKING - Anyone parking in the library parking lot for more then 2 hours is subject to being ticketed by the police. All those attending meetings for longer than 2 hours are asked not to park in the library parking lot directly in front of the building.

ROOM USE PROCEDURES - Each group is responsible for its own furniture arrangements in the Meeting Place. Tables are chairs need not be rearranged at the end of the meeting.

Smoking is permitted at the group's discretion in the meeting rooms only. Ashtrays are provided.

Each group is responsible for picking up refuse, emptying ashtrays, etc. and leaving the room generally clean for the next group.

Media equipment is available for use in the meeting rooms. Ask to see the Media Policy and make advance arrangements.

Refreshments - a 36-cup coffee maker and sink are available in the Meeting Place. Coffee and other refreshments must be provided by the group. Catering may be arranged with private restaurants. Special arrangements may be made for coffee making for the small conference room. All utensils will be provided by the group.

As a general rule, staff will not accept calls for people attending meetings.

CHARGES FOR USE - The following fee schedule is established to provide for overhead costs (utilities, janitorial service, etc.) and replacement of equipment:

Library Sponsored Programs	No Charge
Library Co-Sponsored Programs	No Charge
Local Government Meetings/Programs	No Charge
Public Programs/Meetings	$2.00
Non-profit Organization Meetings	$3.00

These fees are for each meeting, payable in advance. We can bill an organization or agency if they can't pay in advance, but any group which fails to pay a bill in a reasonable time will be denied meeting room use privileges until the account is cleared. Any meeting beyond 4 hours in duration will pay twice the stated rate.

Questions involving fee assessments or any other meeting related matters may be resolved by the Library Program Coordinator or the Director.

Application For Use of Library Meeting Room Mid-Columbia Regional Library
Adopted June 14, 1976

Name of Organization

Purpose or Function

Press notices planned?_____ Exhibits planned?_____

Name of Individual filing application | Address

Home Telephone Number | Business Telephone Number

I have noted the conditions for use of the room and accept the responsibility for seeing that they are complied with.

Signature

Fill in below if reservation is for a single meeting:

Est. Attendance	Topic or Purpose of Meeting	Speaker(s)
Date	Hour Beg. / Hour Ends	(Other than A-V) Equip. to be reserved

Fill in below if reservations is for a series of meetings:

Anticipated Attend (total)

Dates (list each below)	Hour Beg/Hour End		Topic or Purpose	Speaker(s)	Non AV Equip to be res.

79

Library Employee Making Reservation

Date:_____ Time:_____

Room Use Protest Form

Mid-Columbia Regional Library
Adopted June 14, 1976

I request that the use of the library meeting room in Kennewick by _____
Group

for _____
Purpose

be denied by the Library Board.

Reasons why use of room should be denied:

This protest is made on behalf of:

_____ Myself

_____ My organization _____
Name of Organization

Date _____ _____
Signature

_____
Home Phone/Business Phone

_____
Library Employee Receiving Form

_____
Date Form Received

Denial Use of Meeting Room
Appeal Form

Mid-Columbia Regional Library
Adopted June 14, 1976

I request that the Library Board permit use of the library meeting room in Kennewick by _____
Group

_____

on _____ for _____
date(s)

_____

_____

Reasons why use of the room should be granted:

_____

_____

_____

_____

_____

_____

_____ _____
Date Signature

_____ _____
Address Office or Group Responsibility

_____ _____
Home Phone/Business Phone

_____
Library Employee Receiving Form

_____
Date Form Received

Use of Meeting Rooms

Multnomah County Library
April 3, 1973

The meeting rooms of the Library are available on reservation to groups whose purposes are civic, cultural, or educational in nature and non-commercial. Programs held in the Library must be directed to general public participation, and admission must be free to all who wish to attend. No money may be collected from the audience, nor any sales made in connection with the meeting.

Classes sponsored by Portland Community College or Mt. Hood Community College are an exception to this rule. These may be held in branch library meeting rooms but not at the Central Library. All other groups, however, will be given preference in use of the meeting rooms; community college classes will be scheduled only if their use does not interfere with use by another group. Community college use of the rooms will be evaluated at the end of each quarter of a school year and discontinued if it has hindered the use of the meeting rooms by other groups and seems likely to do so again in the future.

There is no charge for use of the meeting rooms. Meeting space must be vacated at the Library's regular closing time.

No musical performances may be given except those sponsored by the Library.

The use of the meeting rooms is subject at all times to administrative regulations. Failure to observe these regulations may mean that any use by an offending organization may be denied.

PERSONNEL

Personnel Policy

Baker County Library
Adopted January 29, 1976
Amended February 23, 1978
Amended February 28, 1978

Salary: All personnel will receive salary adjustments as the board feels justified in terms of length and quality of service.

Hiring and dismissing: Personnel will be hired and dismissed by the Librarian with prior approval of the board. If such situations come up which need immediate action, the chairman of the board will be contacted before any action is taken. Employment of the pages does not require approval of the board.

New Employees: New employees will be on a mandatory probationary period for six months. During this time, the employee will accrue vacation time but will not take leave during this period.

On the matter of vacation, sick leave, work hours, retirememt and health benefits see County Court Resolution, July 22, 1975--a copy of which is on file in the Librarian's office.

Concerning carry-over vacation time it is the policy of the library that the employee must obtain prior approval from the Librarian before this is done.

PERSONNEL

Boise Public Library
Adopted October 3, 1973

It is the policy of the Board of Trustees of the Boise Public Library to follow the personnel policies of Boise City, as outlined in the "Boise City Employees Handbook" with regard to library employees in every respect, save one, namely, that professional librarians hired prior to January 1, 1976 shall earn 22 days of vacation each year. Professional librarians hired after January 1, 1976 will earn vacation leave at the same rate as other city employees (Board meeting of February 4, 1976).

At the discretion of the Board of Trustees the library may remain open on holidays when other city offices are closed. If and when this occurs, library personnel will earn compensatory time for the time worked.

The Library Director has the authority to recommend to the board dismissal of any library employee whose attitude, professional ethics and conduct, or performance of duties make such action advisable. In every case, the employee has the right to present her or his case both to the Library Director and to the Library Board.

It is the policy of the Board of Trustees to encourage the personal and professional development of staff members through membership in civic, educational, and professional organizations. Attendance at library institutes and the conferences of library associations will be financed to the greatest extent possible within the restrictions of the library's budget. Insofar as it is feasible, attendance at conferences will be

rotated among eligible staff members.

Boise Public Library supports equal employment opportunity policies and is in compliance with Section 1-17-1 of the Boise City Code. (See Appendix I).

Library Personnel

North Central Regional Library
Adopted April 1962
Revised March 1973

A. The Board of Trustees adopts and periodically reviews schedules, job classifications and personnel code.

B. The Board of Trustees employs as Director a person who is certified by the Washington State Certification Board and meets the qualifications set forth by the Board for proper job performance.

C. The Director makes appointments subject to the approval of the Board of Trustees and has full charge of the staff of the library under these adopted policies.

D. The Director is responsible for the quality and morale of the library staff and is expected to provide a continuous program of in-service training and regular staff meetings for all staff members.

POSTERS

Bulletin Boards and Distribution of Material — Boise Public Library
Adopted October 3, 1973

Space permitting, the library will post announcements of the cultural activities of the community -- those concerned with literature, art, music, drama, and related activities: and public announcements of general interest to the community.

The following general guidelines apply:

Posters, notices, and material for distribution should be submitted to the Community Services Librarian. Nothing may be posted or removed from bulletin board except by authorized library staff members.

Items left for approval will be kept by the library for five days if not approved, during which time they may be picked up. Approved items will be posted. Items will remain posted at the discretion of the library and subject to limits of space. Approved posters will be stamped with the date posted.

Posters and notices with printed price charges may be accepted, but not those announcing events of a strictly commercial character, unless they are lectures or other events which will stimulate reading.

In the field of education, announcements of courses given by educational institutions or sponsored by recognized community group (i.e., AAUW, Chamber of Commerce, etc.) may be accepted, but not those publicizing instruction or courses by individual teachers or private firms.

Announcements concerning group religious activities (joint Good Friday services, etc.) may be accepted, but not those of individual churches.

Persons are strictly forbidden to distribute advertising literature in the library building, to circulate or post petitions, or to solicit funds for any purpose. The Library will not act as a distribution center for free materials which deal with controversial issues, written from one point of view only. Neither will the Library act as an agent to sell any type of material no matter how worthy the cause.

The Library is selective in making announcements available for quantity distribution. If the materials offered seem questionable, the Library administration office should be consulted.

Posting of notices and distribution of material does not imply endorsement by the Library.

In all instances the Library reserves the right to refuse any announcement it considers too commercial, in bad taste, or of doubtful value.

Posters to be Displayed

Corvallis Public Library
Adopted March 18, 1969

No posters of religious or political nature will be displayed in the Public Library. This includes student groups. Exceptions to this rule, at the discretion of the Librarian and Board, would be political materials of a non-partisan nature that educate the public on bond issue, tax levies, etc.

PUBLIC RELATIONS

Public Relations

Boise Public Library
Adopted October 3, 1973

The two major goals of the library with regard to public relations are:

1) to reach the general public, the civic leaders, and the city's governing officials so that they might understand the objectives and services of the library;

2) to encourage increased use of the services offered by the library by making the community aware of and interested in the library's services.

The Board of Trustees recognizes and accepts the responsibility to promote understanding of the library's objectives throughout the community. The Director or his designate has the responsibility for promoting adequate publicity for library activities.

Community Relations

Seattle Public Library
Adopted November 12, 1973

The Seattle Public Library, like all large city libraries, serves people with a vast range of educational and cultural backgrounds and a wide variety of interests and needs. Towards this end, the Seattle Public Library acquires, makes available, and encourages the use of materials in a variety of media which achieve at least one of the following objectives:

1. Meet the informational needs of the entire community.
2. Supplement formal study and encourage informal self-education.
3. Aid in learning and improving job-related skills.
4. Stimulate thoughtful participation in public affairs.
5. Give access to a variety of opinions on matters of current interest and encourage freedom of expression.
6. Assist the individual to grow intellectually and spiritually and to enjoy life more fully.
7. Support educational, civic, and cultural activities within the community.

It is essential to the Library that the community actively support the Library in achieving its goals and that this support be based upon an informed understanding of these goals and the factors influencing the extent to which they may be realized.

It is imperative that the Library operate in an atmosphere which will enable it to expand and revise its services to meet the accelerated pace with which social, economic, and educational patterns are changing. Thus it follows that public support is vital in obtaining adequate budgets to provide qualified library personnel, up-to-date buildings, enactment of necessary library legislation, and supplementary gifts and endowments to the Library.

RECONSIDERATION OF MATERIALS

Challenged Materials

Edmonds Community College
Library Media Center

It is recognized that the director of the Library Media Center cannot read every book or preview all materials before ordering them for the Library Media Center. The director will rely, in most cases, on the judgments of the faculty, staff, and recognized published review sources. In the event that the appropriateness of a library or media material is challenged, the following procedure will be used:

A. The complainant(s) shall be supplied with a standard printed form which must be filled out before consideration can be given. The form is entitled "Request for Reconsideration of Library Media Center Materials." Criticism shall be in writing, indicating author, title, publisher, page number(s) of items to which objection is made, and reason for objections. The form must be signed by the person or persons making the objections.

B. The director and/or dean of instruction shall consider the objections.

C. Intelligent persons may sincerely disagree concerning the value and probable effect of a publication. If the complainant(s) is not satisfied with the review by the director and/or the dean of instruction, the complaint shall be referred to a review committee composed of two members of the library staff and faculty members appointed by the president. The Library Media Center director shall serve as the chairman of the review committee in a non-voting capacity.

The review of questioned materials shall be treated objectively. The best interests of the students, the community, and the college shall be paramount considerations. The review committee shall forward a report of its action to the president as soon as possible.

The committee may recommend that the questioned material be: (a) retained without restriction, (b) retained with restriction as directed by the committee, or (c) not retained.

If the president deems it necessary, he will make a recommendation to the board of trustees. The decision of the board shall be final and shall be reported to the complainant.

Request for Withdrawal or Addition of a Book — Everett Public Library

AUTHOR:

TITLE:

PUBLISHER (if known):

HARDCOVER_____ PAPERBACK_____

YOUR NAME: TELEPHONE:

ADDRESS:

YOU REPRESENT:
YOURSELF:_____
ORGANIZATION:_____
GROUP:_____

IF YOU ARE REQUESTING WITHDRAWAL, PLEASE ANSWER:

1. TO WHAT IN THE BOOK DO YOU OBJECT? (PLEASE BE SPECIFIC; CITE PAGES).
2. WHAT DO YOU FEEL MIGHT BE THE RESULT OF READING THE BOOK?
3. DID YOU READ THE ENTIRE BOOK? WHAT PARTS?
4. IS THERE ANYTHING GOOD ABOUT IT?
5. ARE YOU AWARE OF THE JUDGMENT OF THE BOOK BY SCHOLARS AND LITERARY CRITICS?
6. WHAT IS THE THEME OF THE BOOK AND THE INTENTION OF THE AUTHOR?
7. HOW WOULD YOU ANSWER PEOPLE WHO FEEL THAT THE BOOK IS IMPORTANT AND SHOULD BE IN THE LIBRARY?

IF THIS IS A REQUEST FOR THE ADDITION OF A BOOK NOT IN THE LIBRARY, PLEASE ANSWER:

1. HAVE YOU READ THE BOOK OR REVIEWS OF THE BOOK?
   IF REVIEWS, WHERE?
2. DO YOU, YOURSELF, WANT TO READ THE BOOK?
3. WHY DO YOU THINK IT WILL BE A GOOD ADDITION TO THE LIBRARY?
4. TO WHOM IS THE BOOK RECOMMENDED?
5. WHAT IS THE THEME OF THE BOOK?

SIGNATURE:_____

Citizen's Request for Reconsideration of a Book

Lewis and Clark Library

Author:_____

Title:_____

Publisher:_____ Date:_____

1. How was the book brought to your attention?

2. Have you read the entire book?

3. What objections do you have to the book?

4. What is good about the book?

5. What reviews have you read or heard on the book?

6. What do you believe is the theme of the book?

7. Do you feel the book is objectionable to all readers, or some readers?

8. What book of equal value would you recommend that would convey as valuable a picture and perspective of our civilization?

Date:_____

Name_____

Address_____

Phone_____

Please use more pages if you wish.

Reconsideration of Library Materials — Toledo Public Library

IX. Request for withdrawl or addition of material.

Whenever any patron objects to the presence or absence of any library material, the complaint will be given a fair hearing. All complaints to staff members will be referred immediately to the librarian who will discuss the matter with the complainant.

If the patron wishes, he will be supplied with the "Request for Reconsideration of Library Materials" form, appended hereto. The librarian will examine the item in question if it is a request for withdrawal, check reviews, and determine whether it conforms to the standards of the materials selection policy. If it is a request for addition of an item that has been rejected by the library, the librarian will reconsider its addition. The librarian will decide whether or not to add, withdraw, or restrict the material in question and will write to the complainant giving the reasons for the decision. The Board of Trustees will also be notified of the complaint and of the librarian's decision.

Materials subject to complaint shall not be removed from use pending final action. If the complainant wishes to contest the decision, he or she may present the complaint to the Board of Trustees for final review by letter or by making prior arrangements to be on the agenda of a board meeting. The board will consider the complaint and the librarian's recommendation and will make a report to the City Council, who will make the final decision.

SERVICES OF THE LIBRARY

Services

Lake Oswego Public Library
Adopted November 9, 1976
Revised August 23, 1977

A. Within the limits of available budget, the Library's professional staff will select and acquire those books and other materials which in its judgment best meet the needs of the community, and will organize these books and materials for easy access.
B. The Library staff will provide guidance and assistance to the public in finding materials or information sought in the Library's collection. In addition the Library will attempt to provide access to materials or information beyond its own resources by making referrals to other organizations or individuals and by borrowing requested materials not owned by the Library, whenever practical. A fee may be charged for interlibrary borrowing service.
C. The Library will reserve materials in its collection requested by phone or which are in circulation when requested. A fee may be charged for reserve service on materials in circulation.
D. The Library will circulate for home use materials in the general collection, according to Library regulations and procedures. Materials in reference and special collections may be circulated only at the discretion of the professional staff, weighing the individual need against demand by others and the condition, value, and replaceability of the material.
E. At the discretion of the professional staff, the Library will loan library materials to other libraries upon request. Patrons of this Library, however, have priority in the use of materials, which is taken into account in the matter of loans to other libraries.
F. The Library will initiate programs, exhibits, story hours, book lists, etc., to stimulate the use of the Library and its materials and for the general enjoyment and enlightenment of the community.
G. The Library will endeavor to maintain a balance in its service to persons of all ages. The Public Library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.
H. The Library will work with other community agencies and organizations to determine the educational and recreational needs of the community and will cooperate with such groups in generating programs of service to meet these needs.
I. The Library will continually evaluate its services, and will offer other appropriate programs of service in response to community needs.
J. The Library will be open during those hours which best meet the needs of the community, to the maximum allowed by budget limitations.

Services

North Central Regional Library
Adopted April 1962
Revised March 1973

A. The library strives to select from the mass of available materials, and organizes for easy access, those books and materials which best meet the needs of the community.

B. The library staff provides guidance and assistance for people to obtain the information they seek as recorded in print and audio-visual resources.

C. The library provides information and materials to help people equip themselves for useful occupations and practical affairs; increase their competence to form sound judgments; increase their understanding and appreciation of their cultural heritage, and to promote personal and social well being.

D. The library initiates programs, exhibits, and provides other guides to stimulate the use of library materials for the enlightenment of people of all ages. Requests for program sponsorship are evaluated by the librarian.

E. The library cooperates with other community agencies and organizations to:
1. Determine and meet the informational needs of the community.
2. Work with them on their programs through such services as program planners' clinics, discussion leadership training, special bibliographies, materials, and exhibits.

F. The Regional Library operates on the basis of free flow of all materials within the library system. Patrons are encouraged to request material when a local collection does not meet a specified need.

G. The library accepts responsibility for securing information beyond its own resources by:
1. Collecting information about and listing for referral, resources of agencies, institutions, organizations, and individuals in and beyond the community.
2. Borrowing materials for patrons which are not owned by the library.
3. Adhering to the policies and procedures set forth in the Pacific Northwest Bibliographic Center manual.

H. The library endeavors to maintain a balance in its services to adults and children. The public library cooperates with, but cannot perform specified functions of school or other institutional libraries which are designed to meet curricular needs. The Youth Services department works with schools in an effort to promote full use of public library services.

I. It is intended that community libraries be located at points of maximum convenience to the public.

J. Periodic review is made of library service to determine whether the needs of the community indicate the present services should be altered in any way.

K. The library may charge such fees or impose such penalties as it deems necessary in order to assure fair use of its services or to insure return of borrowed materials.

Library Services

Okanagan Regional Library
Adopted June 21, 1967

HEADQUARTERS LIBRARY SERVICE

Headquarters departments consist of administrative, children's, technical processing, reference, and branch service department

a. Supervision of all phases of regional library service is centered at headquarters. The administrative department carries out library policy, keeps statistical and financial records, and administers all personnel functions.

b. The children's department oversees the operation of the headquarters children's room and provides the service to children and young people throughout the area.

c. The technical processing department orders, classifies, processes, and prepares for distribution all materials of the library. All processes necessary for publication of the book catalogue, book lists, and all mending and preparation of books for rebinding are handled there.

d. The reference department handles all reference questions and requests for special material at headquarters and works with the branch service department on specialized subject requests.

e. The branch service department has general charge of all community libraries, deposit stations, and mail order service. The proper rotation of books and other library materials is scheduled here.

BRANCH LIBRARY SERVICE

a. All staff at branch libraries whether part-time or full-time are appointed by the regional librarian and salaries are paid from Okanagan Regional Library funds. Staff are appointed under the current conditions of service.

b. Library materials at the branches are the responsibility of the Okanagan Regional Library.

c. The establishment and maintenance including heating, lighting, insurance, and repairs of branch library buildings are the responsibility of the municipality in which the library is situated.

d. Library facilities offered by constituent units must conform to the standards of accommodation as laid down from time to time by the Board.

e. The branch libraries have regular hours of service which are based on the size and needs of the community served. Such hours of service are determined by the regional librarian working in co-operation with the local board members.

f. Branch libraries enjoy regular exchanges of regional library books and other materials so that patrons have access to a varied and changing collection of materials.

g. Local municipalities provide and maintain any furniture and fixtures necessary to provide library service to the public.

h. The regional library is responsible for providing and maintaining furniture and fixtures necessary to the non-public service functions of the library headquarters.

BOOKMOBILE SERVICE

a. A continuously renewed collection of books and other material is carried on all bookmobiles.

b. Bookmobile patrons have the same borrowing and reference privileges as patrons of any branch library.

c. The bookmobile maintains regular schedules of visits planned to provide the maximum service to the greatest number of citizens.

OTHER EXTENSION SERVICES

a. Mail service is given to areas which are inaccessible or impractical to service by branch or bookmobile or to patrons unable by reasons of sickness or infirmity to use regular library outlets.

b. Film service is provided from the regional headquarters. Film requests are processed through branch libraries for transmission to headquarters. The films likewise are supplied to branch libraries rather than to the individual requesting the service.

c. Patrons are encouraged to request material by author, title, or subject when the local collections do not meet the needs. Such requests are filled from within the regional collections by loan from headquarters or branches. When the regional collection cannot meet the demands such requests are forwarded to other interlibrary lending agencies.

WEEDING

Discarding

Bellingham Public Library
February 4, 1969

The Library maintains an active policy of withdrawal based on the elimination of outdated material, books no longer of interest or in demand, duplicates, worn or mutilated copies. Frequency of circulation, community interest, and availability of newer and more valid materials are of prime consideration. Local history and material on local industry are an exception. Fiction, once popular but no longer in demand, is discarded, as are nonfiction books which were purchased to meet demands no longer existing.

In general, last copies of important books are retained at the Main Library. Branches discard more freely and transfer to Main volumes of permanent value no longer in active use.

Weeding

Salem Public Library
July 1977

I. WEEDING AND WITHDRAWAL

The Library maintains an active policy of withdrawal based on the elimination of outdated material, books no longer of interest or in demand, unneeded duplicates, and worn or mutilated copies. Frequency of circulation, community interest, and availability of newer or more valid materials are prime considerations. Local history and material on local industry are an exception, as are important books such as classics and award-winning children's books. Fiction, once popular but no longer in demand, and non-fiction books which were purchased to meet demands no longer existing are withdrawn from the collection. Little used copies of important books may be transferred from Extension collections to the Main Library collection.

II. DISPOSAL OF WITHDRAWN MATERIALS

After materials have been withdrawn, they will be disposed of in one of three ways:

1. Gifts to other libraries:
   Materials in good condition which are found to be inappropriate for our collection, no longer needed, or of a special research nature may be given to other libraries. PYM libraries will receive first consideration for such gifts.

2. Book Sales:
   Outdated, damaged, or worn materials which may be of interest to others will be donated to organizations sponsoring book sales for fund-raising purposes. Organizations such as the Friends of the Library which use proceeds from such sales for the benefit of the Salem Public Library will have first priority. Books not sold will be disposed of at the discretion of the sponsoring organization.

3. Discards:
Materials of very limited use to the general public (old statistical reports, outdated directories, documents, etc.), reference books owned by the publishing companies which the Library is not permitted to pass on, and materials in very poor physical condition are discarded through the City of Salem waste disposal procedures.

Discarding--Adult Books

Seattle Public Library
Approved April 12, 1965

MAIN LIBRARY

Book discarding is a necessary adjunct of book selection. In fact, book selection and book discarding are the two sides of the coin representing a vital, useful, well-kept collection.

It takes time, skill, care, and a thorough knowledge of the books and their possible future reference value to do a competent job of discarding.

In the Seattle Public Library a careful study is made of each book before it is discarded, taking into account many different factors; obsolescence, physical condition of the book, number of copies in the library, research value, adequate coverage in the field, and the availability of similar material.

In general last copies and out-of-print books are retained. The decision to discard these books is the responsibility of the head of the department concerned. No definite period of time (such as five year, ten year, etc.) can be set for the withdrawl of a book; and no general rule can be applied to discarding a book which has been published in a newer edition. Only when the more recent edition contains all of the material of the previous book can it be discarded without question.

In some fields discarding is done sparingly, if at all. For example, Aeronautics, the Dance, Directories, Encyclopedias, Music, Northwest Education, and Northwest History.

THE YOUNG ADULT

The Young Adult Collection is a live, circulating collection. Its purpose is to attract and stimulate readers. No books are in stacks and none are kept for historical or literary purposes. Books are discarded:

1. If they have not circulated for three years, after the librarians have re-evaluated them.
2. When they become unattractive in appearance or badly worn.
3. When the contents become outdated or inaccurate.

BRANCH DISCARDING

The book collection of a branch library emphasizes current and popular reading rather than scholarly works and extensive reference holdings. The whole book stock is usually upon open shelves for all patrons to see. This makes their physical appearance of paramount importance.

It is also true that each branch library has a maximum book collection beyond which it should not extend.

With these two factors in mind, it then follows that branch libraries discard more freely and transfer to the main library valuable items no longer in active use. Also, if one book is withdrawn for every one added, after the maximum count is reached, this action will result in a live working collection.

All branch library discarding is coordinated in the Branch Department where last copies are held back for examination by a subject department head for the final decision to keep or discard.

DISPOSITION OF DISCARDED MATERIAL

The City Librarian is authorized by the Library Board to dispose of discarded library material.

Agency Names

Seattle Public Library
Adopted September 2, 1975

The primary purpose for an agency name is that of providing identification which will assist the public in locating the agency most convenient for their use. With the exception of special purpose centers, i.e., the Washington Regional Library for the Blind and Physically Handicapped, convenience normally is considered to be access in the geographical sense. Therefore Library agencies will be designated with names which describe geographical public service areas. Agencies which serve more than one neighborhood will have names which reflect as closely as practical the general area served.

An exception to geographically oriented names may be considered by the Board of Trustees when an agency's site and/or construction is financed through private contribution(s) and when such contribution(s) equals at least 40 percent of the total project cost. In such cases a personal or other name may be designated by the Board. No agency will be named for a living person.

Changes in agency names will be considered if an extant name no longer provides a readily apparent indication of the agency's public service area. The Board may effect an agency name change at any time. Through petition the public may initiate the consideration of an agency name change by the Board. Petitions will be submitted to the City Librarian for review and recommendation to the Board. Petitions will not be considered by the Board unless the number of valid signatures equals at least 2,000 or 15 percent of the agency's public service area, whichever is less. The signatures must be legible legal signatures for adults who live within the service area of the agency for which a name change is requested. Addresses for those signators must be included.

Name changes will not be made more than once in five years for any agency. All existing names of Library agencies at the time of adoption of this policy shall be considered valid.

Art Advisory Committee

Spokane Public Library
Approved August 15, 1973

The Art Advisory Committee to the Spokane Public Library shall consist of three members, outside the library staff, appointed by the Fine Arts Librarian and the Director of Spokane Public Library, to serve for a period of three years. They shall be selected from the faculty of the various college and university art departments in the area, and from other artists or art critics of Spokane.

One member shall be appointed each year, and the chairman of the committee will be the member who has already served two of his three-year term. (In September, 1973, there are three members who shall draw lots for the three, two, and one-year positions. A new member shall be appointed in 1974 for a three-year term.)

The Library Director shall be an ex-officio member of the committee. The Fine Arts Librarian shall act as secretary and shall call a meeting of the group whenever it becomes necessary.

The duties of this committee shall be: (1) to consider applications which have been made by artists and artisans to have an art show in the library gallery, (2) to make suggestions for invitations to be sent to other artists and artisans to display their work in the gallery, and (3) to prepare a calendar of art gallery exhibits.

Cable Television Publ: Access Channels

Seattle Public Library
Adopted October 16, 1978

It is the belief of the Board of Trustees of the Seattle Public Library that neither local government nor public libraries have availed themselves fully of the opportunities provided by the Federal Communications Commission in mandating the free use of public access television channels provided by existing local cable companies.

It is the further belief of the Board that it would be a neglect of their responsibilities as trustees to ignore these opportunities if they can be realized in an efficient, cost effective manner for the enrichment of the community.

And, in a broader sense, it is also the belief of the Board that technological developments in the remainder of the twentieth century will expand, not diminish, not only the opportunities for public access programming for the method by which this is done. It would be both wasteful and short-sighted to fail to advantage the community of emerging new dimensions in both information distribution as well as information production...particularly from the view of public access broadcasting as a new form of library service for non-users.

It is the opinion of the Board at this point, however, that basic questions remain to be resolved that would make it premature for the Seattle Public Library to plunge into either full-scale progammming or production, although this must necessarily be our long-range goal as either lead agency or major cooperating partner.

It is therefore the Board of Trustees' short-range goal that the Library seek a role as coordinator of local programming for public access broadcasting, working with other local agencies to develop a minimum daily schedule on both TelePrompTer and Cablevision broadcast facilities.

To facilitate this role, the cable television librarian selected should expand present library purchase of cassette programming to serve the special needs of the deaf, handicapped, children and young people, the elderly, ethnic communities, and other audiences with special needs. It should also facilitate the extension of the Library's traditional information services to people not presently using the Library by providing printed information, updated regularly, announcing community meetings, programs of public interest, emergency information, and information to patrons of services available from governmental agencies.

Because the Board feels it would be both premature and perhaps financially inadvisable to begin production of even library originated programming of a major nature, it will be the policy of the Seattle Public Library to cooperate with existing, designated agencies such as Seattle City Light which presently have this professional production capacity.

Believing that it is possible to begin effective, efficient public access broadcasting without an expensive budget, the Board further recommends a budget of not more than $50,000 for at least the first year of cable broadcast operation, chiefly to be used for staff salary purposes. Funding for these operations cost will come from franchise fees as collected by the

City of Seattle, with the Board's express hope that these fees be segregated from the remainder of the City's general fund for this stated purpose. Additional funding, perhaps for initial start-up costs, should be explored by Library staff from such sources as the National Institute for Education, the National Endowment for the Arts/Humanities, etc., which have proved to be generous sources for these purposes in other communities.

It is the further recommendation of the Board that a Community Advisory Board on Public Access Programming be established by the Board which would establish policy for the operations of the channels made available for public programming. Whereas the Board regards it as its overall responsibility to establish public access programming policy within Seattle, the continued monitoring should be overseen by a citizen's group established for this particular purpose.

Subscribing to the Federal Communication Commission's belief that cable television's greatest advantage is its possibility for developing a truly local community channel for each city, the Board believes these goals can be reached, at least initially, within this statement of short-range objectives. It would be the Board's intention to cooperate with its advisory group to assure that its long-range goals of an effective, community involved, local information/communication network is achieved.

Cassette Duplicator Use

Klamath County Library
Adopted August 10, 1977

1. Klamath County Library's needs will have first priority.

2. Klamath County School District or other County offices may use the duplicator in the library building if the machine is not in use.

3. Personal requests for use of the machine by the public will be referred to commercial organizations having this service available, e.g., Leo's Camera Shop.

Code of Ethics for Library Employees

Eugene Public Library
Approved June 6, 1979

Ethics has been defined as that branch of philosophy dealing with values of human life, concerned with conduct or character approved or disapproved in terms of right and wrong, and based on standards or principles which guide a person in making morally right choices in daily activities.

Every citizen has the right as an individual to take part in public debate or to engage in social and political activity. The only restrictions on these activities are those imposed by specified and well-publicized laws and regulations which are generally applicable. However, since personal views and activities may be interpreted as representative of the institution in which a staff member is employed, proper precaution should be taken to distinguish between private actions and those one is authorized to take in the name of an institution.

The statement which follows sets forth the ethical obligations of individuals as Eugene Public Library staff members.

Staff members have a special responsibility:

To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.

To learn and execute the policies of the institution of which one is a part and to express in a positive manner any concern or objections with the policies, philosophy or programs of that institution.

To maintain an objective and open attitude of understanding, courtesy, and concern for the patron's needs.

To protect the essential confidential relationship which exists between a library user and the library.

To serve all patrons equally according to their needs.

To make the resources and services of the Library known and easily accessible to all current and potential users.

To carry out those activities assigned under the policies of the Library in a spirit of cooperation.

To avoid any possibility of personal financial gain at the expense of the employing institution.

To be cognizant of the obligations of employment and of what constitutes abuse of working conditions and benefits.

To acknowledge the importance of the work done by all staff in all divisions and maintain a sense of loyalty to, and cooperation with, fellow staff members.

To carry out assignments so that fellow staff members need not assume added responsibility, except in times of emergency.

To share one's knowledge and expertise with others.

Community Library Service

North Central Regional Library
Adopted April 1962
Revised March 1973

A. The library establishes and maintains Community Libraries under the following conditions:

1. Need
2. Demand
3. Availability of physical quarters
4. Potential for future growth
5. Contribution to overall service pattern in the area
6. Available funding

B. All community libraries have a local committee or Local Board of Trustees responsible for securing and maintaining physical quarters, interpreting the library to the community and working as an advisory board to the Regional Board of Trustees.

C. The community library has regular hours of service which are based on the size and needs of the area served and regional library budget limitations. Such hours are determined by the Regional Director and Co-ordinator of Extension Services working in cooperation with the Local Board of Trustees or local library committee.

D. Community libraries are encouraged to pool their books into the Regional Library holdings. Control of locally owned books and other library materials is in the hands of the local trustees. Locally owned books will be maintained by the local communities to whom they belong.

E. Community libraries enjoy an exchange of regional books and other materials with other member libraries so that patrons have access to a varied and changing collection of materials.

F. Local library trustees provide and maintain any furniture and fixtures necessary to provide library service to the public.

G. The Regional Library Board assumes responsibility for providing space and equipment for any staff members assigned to a community library for the specific purpose of extending service outside the local community area, terms to be negotiated in a contract with the community.

H. Community libraries are not located in private homes or in school buildings unless there is no other location available.

I. Community librarians are responsible for performance of substitutes or assistants under their supervision.

Contributions Policy of the
Friends of the Library

Seattle Public Library
Approved May 19, 1977

It is the policy of the Friends of the Seattle Public Library, in accordance with the provisions of the Bylaws, to make annual contributions for the securing of books, materials and/or equipment which are beyond the command of the ordinary Library budget.

Such contributions are to be recommended by the officers and designated trustees and must be approved by the Board of Trustees.

Following are 'Funding Policy' general guidelines to assist the officers and designated trustees in their review and analysis of requested contributions prior to submission of such requests for approval by the Board of Trustees.

A. All 'Major Funding Requests' shall be recommended and approved by the City Librarian prior to submission to the Board of Trustees. For budgetary planning purposes, the 'Major Funding Requests' for each calendar year should be approved by the Board of Trustees no later than December 1 of the preceding year.

B. All 'Minor Funding Requests' (commonly known as the "Annual Wish List") shall be recommended and jointly approved by the Assistant City Librarian - Central Services and the Assistant City Librarian - Extension Services prior to submission to the Board of Trustees. For budgetary planning purposes, the 'Minor Funding Requests' ("Wish List") for each calendar year should be approved by the Board of Trustees no later than December 1 of the preceding year.

C. All funding requests for 'Routine Program Assistance' (i.e. coffee, supplies, receptions, special events, etc.) shall be requested in writing, and the officers and designated trustees shall make final approval thereof. The 'Routine Program Assistance' funding in each calendar year shall not exceed the total amount authorized for such purpose by the Board of Trustees.

D. All monies authorized for the above funding programs must be expended anually between January 1 and December 31. Amounts authorized but not expended shall not carry over to the following calendar year unless specifically approved by the Board of Trustees.

Disposition of Surplus Property — Pierce County Rural Library District
May 10, 1978

WHEREAS, There is the occasional need to dispose of books and other items of furniture and equipment which are no longer needed or appropriate for public use, and

WHEREAS, Attorney General Legal Opinion (AGLO) 1974, No. 101, dated December 2, 1974 affirmed that the Board of Trustees of a Rural Library District does have the lawful authority to dispose of such surplus material and equipment; now, therefore,

BE IT RESOLVED BY THE PIERCE COUNTY RURAL LIBRARY DISTRICT BOARD THAT:

The following policy regarding surplus property disposal be adopted:

1. Disposition of property valued at less than $500:
   Any property with an estimated value of less than $500 shall be disposed of by the method determined by majority action of the Board at the time that property is declared surplus. Methods of disposal may include sale at a fixed price established by the Board, sale at public auction, or sale by sealed bid.

2. Disposition of property valued at $500 or more:
   Any property with an estimated value of $500 or more shall be disposed of by the method determined by majority action of the Board at the time the property is declared surplus. Methods of disposal may include sale at public auction, or sale by sealed bid. In either case, such surplus property shall be advertised in the official Pierce County newspaper of public record for one day or more prior to making the property available for public inspection.

3. Exceptions:
   a. In the event that the Board of Trustees authorizes surplus property to be sold to another governmental agency, the following procedure will be followed:

      Property may be sold at fixed price as established by the Board, on a negotiated basis between the PCL Business Manager and the authorized representative of the other agency, or via the sealed bid method as the Board shall determine at the time the item is declared surplus.

   b. In the event the surplus property is to be traded in on a similar new item which has a value of $1,000 or more, the following procedure will be followed:

      A minimum of three bids will be solicited for the new item. Included as part of the vendor proposal will be a separate price offer for the item to be traded in. All other things being equal, the vendor with the lowest net cost for the new item will be awarded the bid. After reviewing all bids, if it appeard that it would not be economically advantageous

to accept any trade-in offer, the surplus item may be disposed of under provisions of paragraph 1 or 2 of this policy, as appropriate.

4. General Considerations:

a. Estimated value for any item to be disposed of will be determined by the Board, based upon a recommendation by the Business Manager and/or knowledge of board members. Factors which are to be considered in determining value are original purchase price, age, condition of item, and the going market value as derived from classified ads, retail outlets, swap meets, etc.

b. All monies received from the sale of surplus items shall be returned to the General Fund of the Pierce County Rural Library District.

c. Surplus items shall be disposed of strictly in accordance with pre-sale publicity and notices regarding place, date, and time of sale:

No pre-sales or pre-inspections of any surplus items are to be authorized for any parties, either those from the public or those associated in any way with Pierce County Library. No individuals involved in recommending or deciding what items of furniture and equipment are surplus shall have the opportunity to purchase those items during the sale. (This restriction does not apply to the purchase of books or non-print materials such as tapes or records.)

d. Any surplus items which are to be sold as a group only will be clearly marked and advertised in that manner.

e. Any item of surplus equipment is to be sold "as is", with no warranties made or implied as to the fitness of the item for any intended use or as to its condition. Any known defects which may constitute a safety hazard will be stated on an itemized list to accompany the surplus item.

f. In the event the surplus item has not been sold after all reasonable sales efforts have been made, the item may be disposed of in a manner deemed appropriate by the Director. Examples of possible methods of disposition would be sale for salvage value or disposal at a refuse site. Items of furniture and equipment unsold during a sale may be purchased by those individuals specified in paragraph 4. C who were excluded from purchasing any such items during the sale. Unsold surplus property may not be donated to any individual or public or private organization except as specified under Article VIII, Section 7, of the Washington State Constitution.

Equal Opportunity and Affirmative Action

Seattle Public Library
Adopted January 17, 1977

To eliminate the effects of past discrimination affecting any employee or application for employment with the Seattle Public Library, regardless of race, color, sex, marital status, sexual orientation, political ideology, age, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap, and reaffirm our intent and commitment of compliance with the Executive Policy Statement on Affirmative Action and all Federal, State, and City equal employment laws, rules, and regulations, the Seattle Public Library shall comply with the City Affirmative Action Plan and hereby establishes a Departmental Affirmative Action Plan.

Therefore, the Seattle Public Library shall:

base decisions on employment so as to further the principle of equal employment opportunity and affirmative action;

insure that all employment decisions are in accordance with the precepts of equal employment by imposing only valid job related requirements in accordance with the City Affirmative Action Plan;

insure that all departmental personnel actions are administered in a nondiscriminatory manner;

insure that protected calsses are represented in the Department's work-force by establishing goals and timetables for the inclusion of minorities and women, and make special efforts to include the aged and handicapped; and

seek out individuals in the protected classes, in all program categories, whose potential has not been fully utilized with the objective of assisting them to reach their full potential utilizing appropriate training which will assure upward mobility.

The Seattle PublicLibrary shall develop and maintain an Affirmative Action Plan. The goal of the Seattle Public Library's Affirmative Action Plan is to achieve a Library work force which demonstrates participation by minorities and women in all levels and all job categories are at least representative of their statistical composition in the Seattle labor force. It shall further be the responsibility of Seattle Public Library to insure a productive and responsive work force by having a work environment free of overt and convert discriminatory practices and artificial barriers to equal employment opportunity for employment in an environment free of barriers and discriminatory practices.

It is the purpose of this affirmative action plan for employment to:

define the responsibilities of the Seattle Public Library's administrators, managers, supervisors, and employees in attaining the delineated goals of affirmative action;

delineate the means by which the Seattle Public Library will eliminate inequity that may exist, proscribe both overt and covert discriminatory practices and remedy the effects of past action and/or inaction through positive and agressive affirmative action;

document intermediate objectives and timetables toward the Library's affirmative action goal for the employment of minorities, women, handicapped, and aged;

establish and publish personnel procedures and policies that provide guidelines for equitable and consistent treatment of all employees; and

establish procedures and remedies whereby repeated failure to comply with the Library's affirmative action policy and plan on the part of administrators, managers, supervisors, and employees is promptly rectified.

The City Librarian is charged with the responsibility to administer this policy concerning Equal Opportunity and Affirmative Action. The City Librarian shall be responsible for the development, maintenance, and implementation of an effective Affirmative Action Plan. The nature of the plan, its goals, and attainments shall be reported to the Board in a timely manner.

Equipment Loans

Edmonds Community College
Library Media Center

GENERAL POLICY regarding the use of College owned audio-visual equipment by students or student organizations. Individual students or student organizations may use or have the use of audio-visual equipment provided the following conditions are met:

1. The use of the equipment does not interfere with the instructional needs of the campus.

2. The student or student organization agree to be wholly responsible for the safety of the equipment.

3. Equipment lost or damaged will be repaired or replaced by like equipment of equal value.

4. The transportation of equipment to and from the lender is done by the borrower.

Faculty Reserve

Linn-Benton Community College
Learning Resource Center
September 1, 1976

Faculty may place materials on reserve for student use for a specified time period at any time during a school term.

It is recommended that faculty place on reserve only those materials which are part of required assignments.

Examples of materials which may be placed on reserve:

1. Books from the regular collection.
2. Periodical articles and copies of periodical articles.
3. Personal copies of books, pamphlets, and other materials.
4. Restricted books from the reference collection. (These may not be checked out of the library for any reason.)
5. Nonprint media, such as sound recording cassettes, video cassettes, filmstrips, kits, etc.

The reserve collection is arranged alphabetically by title. Students should be advised to request reserve materials in this manner.

PROCEDURE FOR REQUESTING RESERVE MATERIALS

Complete information should be provided. A reserve form is available from the Circulation Coordinator to provide the following information:

1. Instructor's name and class name.
2. Books: author, title, and call number.
3. Magazine articles: title of magazine, date, title of article, and page numbers.
4. Nonprint media: title and call number, format.
5. Number of copies recommended.
6. Circulation period (only one type per title)
   a. 2 hour
   b. 2 hour, with overnight privileges after 3 p.m.
   c. 24 hours
   d. One week (night classes only)

If any item requested is not available from the library collection, the instructor will be notified.

TAKING MATERIALS OFF RESERVE

At the end of each term, all items that are not specifically requested for the following term are removed from reserve and returned to the regular stacks. Personal copies and reprints are returned to the instructors.

TWO DAYS SHOULD BE ALLOWED TO PROCESS RESERVE REQUESTS AT THE BEGINNING OF EACH TERM.

Genealogy

Bellingham Public Library
Adopted April 10, 1973

Anything other than a basic reference collection cannot be attempted by this library due to the prohibitive cost and extraordinary amount of staff time required. Emphasis is given to the acquisition of materials which give information as to the how and why of genealogical work, i.e., information as to genealogical procedures, sources, and publishers. Family histories and early census data are not normally acquired, except when listed in standard bibliographies or of particular interest for inclusion in the library's local history collection.

Genealogists are encouraged to utilize, in person, the extensive research collections of the Seattle Public Library and the LDS Genealogical Society Library in Mt. Vernon. Interlibrary loan requests may be submitted as a supplement to these resources.

Honoraria and Consultant Fees — Seattle Public Library

It is the policy of the Seattle Public Library to allow the acceptance of fees or payment of compensation by such employees under certain circumstances. Such compensation may include payments of money denominated honoraria, consultant fees, and the like. Presumably, such payments would be made to Library employees for their furnishing advice, counsel, or services of a nature similar to or derived from their education, training, and expertise in the professional or occupational area of service provided by them to the Seattle Public Library. The term compensation shall include money and any other consideration of value. The intent of this policy is to avoid a conflict of interest on the part of the employees of the Seattle Public Library.

Written authority to provide all services of the nature treated herein must be received from the City Librarian, or in the case of the City Librarian, written authority should be furnished by the Board. In the event the City Librarian or the Board, as the case may be, considers that a conflict of interest is or may be involved, the employee should be so advised and shall not accept the assignment.

The foregoing statement of policy does not exclude the application of the provisions of any state statute or any county or city ordinance relating to the subject matter herein.

Municipal Reference Library

Seattle Public Library
Adopted March 15, 1971

The Seattle Public Library maintains the Municipal Reference Library for the purpose of providing specialized reference service and publications for municipal officials and employees, particularly Seattle and King County Personnel.

The Municipal Reference Librarian shall permit books, documents, papers or archives to be consulted by the general public for reference purposes under such reasonable regulations and supervision as he may prescribe.

The Municipal Reference Librarian is authorized to lend to city and county officials and employees materials to be used in connection with their work assignments. Such materials should be available during office hours and returned as soon as possible.

The Municipal Reference Librarian is authorized to circulate materials to consulting and business firms working on projects for the City of Seattle and King County, and to do so on appropriate referral to members of civic organizations engaged in municipal studies or projects.

The Oregon Collection

Library Association of Portland
January 24, 1973
Amended March 18, 1964

1. Purpose of the Collection

Since its organization in 1864, the Library Association of Portland has purchased or received materials on the subject of Oregon of interest to historians and serious research workers. Items previously or currently published are added to the collection to make it as comprehensive as possible. The Oregon Collection is a unit within the general Library collection, but it is governed by policies and regulations special to the Oregon Collection.

2. Acquisition Policy

A. General Acquisition

The term Oregon, in relation to this collection, applies not only to Oregon since statehood in 1859, but also to the Oregon Territory prior to that date. Significant items related to the Westward Movement are considered within the term "Oregon Territory." Books and other printed materials which cover a broader area than just the state of Oregon, for dates later than 1859, are included if they treat some aspect of Oregon extensively and authoritatively. (Vancouver and Clark County at all periods are considered part of the Portland metropolitan area).

Additional editions of an item in the collection are not purchased unless the edition under consideration adds materially to the content of the edition or editions already held.

Oregon imprints, with the exception of documents, and works of Oregon authors are added only when they deal with Oregon as a subject. Oregon documents are acquired regardless of subject.

The general acquisition statement applies to material published in these forms:

(1) Books and pamphlets
- a) Fiction titles which give a valid interpretation, description or understanding of life in Oregon at any period were added.
- b) Juvenile titles which supply information not other wise represented in the collection are purchased.
- c) Directories, yearbooks, periodicals, etc. of selected local organizations are added.

(2) Non-book materials
- a) Works of music by Oregon composers
- b) Works of music having Oregon as subject
- c) Tape recordings of performances by local organizations or individuals
- d) Portland concert, theater, etc. programs and press clippings
- e) Biographical material in clipping form
- f) Reproductions of work of Oregon artists in suitable form when available
- g) Maps
- h) Microfilm
- i) Records
- j) Films

(3) Oregon Documents

a) Selected Oregon documents received as depository items from the Oregon State Library plus publications of other state agencies not on the depository list are included.

b) An effort is made to collect all available publications of Multhomah County and the City of Portland,

c) Important publications of other Oregon counties and cities should also be acquired.

Note: Official documents as defined in a) and b) are recorded in the Oregon checklists; those in c) are recorded in the Oregon Bibliography.

(4) Serial Publications

a) Periodicals

Periodicals are added if the subject matter is slanted locally to Oregon. Local imprint does not necessarily quality publications for this collection.

b) Newspapers

Local imprint is the qualification for this category.

(5) Manuscripts

No attempt is made to buy or collect manuscripts. However, some manuscripts came to this Library at the direct request of the donor, and these are accepted rather than have them lost to the region.

B. Departmental responsibility

Each department is now responsible for adding material in its own particular field to the Oregon Collection. Any significant item not in the Library but information of which would be of value in the Oregon Bibliography should be noted by the subject department for addition by Literature and History to the Bibliography. (See Oregon Bibliography Section.)

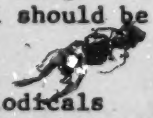
3. Cataloging Policy

A. Separates

Titles may be duplicated freely for circulating purposes, but if non-circulating, duplication should be restricted to the Oregon Collection. The earlier practice of duplicating for the Reference Collection is terminated as of March 1, 1963. Those titles already set up in the reference collection will have no further additions nor will the earlier collection be transferred at the present time.

B. Non-cataloged material

Some Oregon Material received is not cataloged. All uncataloged Oregon Material should be recorded by departmental checklisting and/or shelflisting (USO).



C. Periodicals

Oregon periodicals are cataloged or classed USO.

D. Symbol O.

The symbol O is restricted to the Central Library Collection.

4. Oregon Shelflist

The complete Oregon shelflist is housed with the second floor departmental shelflist at the Stack Call Desk. Duplicate cards are made for the Education and Psychology, Art, and Music Departments and are filed in the respective departments. A shelf card is not made for the Oregon shelflist for material (particularly audio-visual) which does not have a standard call number - i.e., Dewey classification and/or Cutter number. The department shelf card should be filed separately from the department's circulation and reference shelflists.

5. Oregon Checklist

The Oregon checklist is an alphabetical card file for library holdings of official Oregon documents, indexed by issuing office. It is located in the Second Floor Workroom.

6. Oregon Bibliography

The Oregon Bibliography is an alphabetical listing of items which conform to the general selection policy, whether or not these items are in the Library. It also serves as a checklist for non-depository items.

At present time the Catalog Department makes one entry for the Bibliography of all O material cataloged for the Library. The USO entry is made by the librarian in charge of Oregon documents. New entries and prices of any previous entries are added from checking second-hand catalogs. An entry is not made for individual works in certain audio-visual forms that (a) are not cataloged, OR (b) are not cataloged with a standard call number (Dewey classification and/or Cutter number). Examples of such material are pictures, prints, slides, tape recordings, phonorecords, and films.

An entry listed under the name of the type of material should be filed in the Oregon Bibliography referring to the department holding such material.

Department heads are responsible for bringing unusual items in their respective subject fields to the attention of the Oregon Collection Librarian in the Literature and History Department.

7. Indexing

The Portland Oregonian and Journal are indexed for items covering Oregon subjects and obituaries for Portland and Oregon families. (Duplicate Journal Index Cards are sent to the Oregon State Library.) The Portland Reporter is indexed for feature articles not appearing in the Oregonian and Journal. Much additional material will be found in the index since early books, periodicals, and newspapers were formerly indexed.

8. Loan and Use

The Oregon Collection is a reference collection. Certain types of materials are duplicated in the general circulating collection. Some items may be lent upon special application at the discretion of the department head. Rare and valuable items may be used only under supervision. Requests by correspondence are answered as staff time permits. Material in limited form will be reproduced, subject to established library charges and provided the original source will not be damaged. Brief checking of holdings is done; extensively checking may be done by a staff member on his own time if a fee can be arranged.

Organization and Structure

Okanagan Regional Library
Adopted June 21, 1967

a. The library operated under the provisions of the Public Libraries Act of British Columbia and its Amendments.

b. The Regional Library is under the jurisdiction of a Board of Management constituted under the terms of the Public Libraries Act of British Columbia.

c. The board has legal responsibility for the library and is its policy making body. The librarian should have definite responsibility for recommending policies and for bringing to the attention of the governing board the desirability of formulating policies. Library policies should be reviewed regularly.

d. Provisions should be made for definite, staggered terms and for the rotation of offices. To ensure an active and effective board, replacement of inactive members should be sought.

e. A library headquarters is maintained where central processing and supervision of services to the region is carried out.

f. The Board of Management shall have a written personnel/board policy statement covering the areas of responsibility of the board and library staff.

Photo Policy — Lane County Museum

In order to maintain the integrity of the library collections and at the same time provide patrons with reasonable access, the Lane County Museum restricts the reproduction of its library collections to the following procedures:

(1) Photographic Reproduction

(a) Museum handling

(i) Photoprint from existing negative:

4x5----------$1.50
5x7----------$2.50
8x10----------$3.50
11x14----------$7.00
16x20----------$15.00

NOTE: Contact prints and enlargements will be made on a single weight glossy paper, unless otherwise specified. An additional charge of $2.00 per print will be made for sepia-tone.

(ii) An additional $3.00 will be charged for each negative that has to be made from an original photograph. The Lane County Museum reserves the right to retain all negatives.

(iii) Requests for photographs that require additional labor time because of special handling, size, fragility, color, or handwork on negative or prints will be charged accordingly.

(iv) Photographs will not be lent for copying outside the Museum. News media and non-profit organizations may request the use of copy prints if available in furtherance of the Museum's stated objectives. A charge of $6.00 per photograph will be made for any copy print damaged or not returned.

(b) Requirements for publication of photographs. A credit line is required if photographs are to be published (please credit: Lane County Museum) and the Museum reserves the right to refuse permission for any use of its collections that violates the Lane County Museum's responsibility to collect, preserve and interpret Lane County's history. An additional $10.00 per photograph use fee is charged for photographs used in commercial ventures and advertising. Also, the Lane County Museum requires that at least one copy of any publication using Lane County Museum photographs be deposited in the Museum's Library.

(2) Electrostatic Reproduction. A charge of .25¢ per page will be made for each electrostatic reproduction. By mail the minimum charge will be $2.50 for ten copies or less.

Piano Use

Caldwell Public Library

The piano in the Community Room, given by the people of the community through the Thursday Musicale a member of the National Federation of Music Clubs, is the property of the Caldwell Public Library and is to be used for musical presentations.

For the proper care of the piano please note the following rules:

1. The piano is locked when not in use and will be unlocked by the library staff.

2. Use of the piano must be scheduled at the circulation desk, several days in advance.

3. Individuals and groups must sign in at the circulation desk, have the piano unlocked by a staff member, and sign out at the circulation desk.

4. Students under 18 must be accompanied by an adult.

5. Do not set anything on the piano or write on the piano.

6. Anyone using the piano is subject to rules governing the use of the Community Room.

7. Any person preparing for a presentation who is dissatisfied with the tuning of the piano will assume the responsibility for having the piano tuned by a tuner recommended by the Caldwell Public Library.

8. Special use of the piano will be at the discretion of the librarian.

Problem Patrons

Eugene Public Library
June 20, 1978

I. IRATE PATRONS

This is a problem we all face when working with the public. First of all, be sure it is not your behavior that is causing the patron to show heated emotions. Be sure that your muscles are relaxed and that you do not come across as being combative or poised for battle. Alternatively, don't appear fearful. A limp, uncaring, or "tough apples" attitude is destructive. You should feel that your job is to obtain for the patron that he/she wants, if it is at all possible. If it is not, say you are genuinely regretful, but the reasons for the library's inability to comply are good ones.

If you feel you are being helpful and the patron is not responding to you in a manner that is respectful, consider calling another staff member to help. It is possible that someone else on the staff will be able to help you. If this still does not solve the problem, then the supervisor should be called to deal with the patron. If it still looks like the patron is not understanding, then at that time the supervisor will want to ask the administration to help.

II. DESTRUCTIVE BEHAVIOR

Destructive patrons can be careless or thoughtless; others can be dangerous. You must size up the situation and decide the best method of handling it. If the patron seems harmless, making him or her aware that you know what he or she is doing should be enough to stop the problem. If the patron is obviously not approachable, call assistance and a supervisor to help you. Examples of destructive behavior are listed below:

A. Destroying or damaging library material such as books, pamphlets, films, magazines, records, cassettes, art prints.

B. Destroying or damaging library equipment such as typewriters, copy machines, microfilm readers, stereo equipment, cassette players.

C. Vandalism of library property. Defacing walls, damaging facilities (such as rest rooms), breaking windows.

III. BEHAVIORAL PROBLEMS

A. Definition

1. These are problems which are not of a threatening nature but are nonetheless disruptive. They are also the problems which seem to occur most frequently in the library.
2. Behavioral problems include: strong smell, noisiness, excessive chattiness with staff or patrons, and other types of obnoxious behavior.
3. Other patrons are not always quick to report an obnoxious patron to the staff. The staff should be alert to signs that a patron with a behavioral problem is present. These signs include: patrons moving away from another patron, patrons staring at another patron, patrons looking at staff members as a form of complaint. Sometimes the staff member will notice a problem patron, and other times there may be an actual complaint.

B. Guidelines

1. Noisy adult patrons should be told that their behavior is improper in the library. This advice should be repeated if necessary. If that strategy is unsuccessful, the patron should be told that he or she will have to leave if the behavior continues to be a problem. Finally, the patron should be asked to leave. Staff members should be polite, but firm.
2. Chatty patrons are usually lonely people, and the staff should be tolerant of their behavior as long as the noise doesn't disturb others. If a patron's chattiness begins to distract a staff member from helping other patrons, the staff member should politely excuse him or herself and explain that he or she must help another person.
3. Smelly patrons who are offending others should be asked to leave until they've cleaned themselves. This may be uncomfortable, but we can assume that anyone who smells so strongly knows it and is intentionally behaving in this manner.

IV. CHILDREN

Children can be problem patrons for a variety of reasons. Handling depends on the individual situation.

A. Noise -- Single or small groups should be told in a firm, but nice way, that their behavior is inappropriate in a library and that they are disturbing others. If they repeat actions, remind them in a stricter tone of voice. Large groups, especially during children's programs (puppet shows, movies, story hours), present a difficult problem. It is almost impossible to control large group situations where the total number reach 150-200 at a time. If other patrons complain, explain the circumstances and apologize.

B. Running and playing are hazardous and should be stopped at once.

C. Attention seeking or demanding children (e.g. repeated questions; talking to staff), should be discouraged since it disrupts work activity.

D. Children separated from parents are frightened and often crying. A staff member should take the child around to find the missing parent.

E. The use of the library as a temporary baby-sitting service by parents should be discouraged. Tell parents we are not such a service and can not be responsible for their children.

F. Children can be a problem even with their parents. If they are disturbing others, approach the parent first and inform them of their children's actions. Often, they are so accustomed to their child's behavior that they are not aware of its affects on others. A good thing to say would be "I'm sorry but your child seems to be disturbing others."

G. Miscellaneous discipline problems are so varied that each situation should be handled as it occurs. If it seems you cannot deal with it, contact a supervisor.

V. SEXUAL DEVIATES

You can be sure that what these people are looking for is some sort of shock or surprise reaction.

A. Peekers: This problem happens to staff and public alike. There might be a few suggestions that will discourage this behavior.

1. The way one dresses and carries oneself will have something to do with this. Pants are good to wear if one has to work out in the stacks shelving.
2. If someone is watching you, be sure to get a good description. Note the color of hair and what he is wearing. Anything you can remember about the person may be helpful. Although usually the offender may be gone by the time you report it, it is good to tell fellow staff members what he looks like so they can be on the watch. BE SURE TO TELL YOUR SUPERVISOR, that you are having this problem. This is the only way we can stop this offender.
3. Many times if you can confront the individual and let him know that you know what he is up to it will stop him from doing it. Do not let the peeker get the best of you. "Do you need help finding something?" is something you might ask if you confront him. If the problem gets bad, we may want to let another agency in to help us.

B. Flashers: These people are very passive/not violent.

1. Get a description
2. Try not to show alarm as this behavior thrives on it.
3. Tell supervisors and fellow workers.
4. Call description into police.

This is a serious problem and should not be taken lightly.

VI. MENTALLY DISTURBED

A. Define problem: Decide whether individual is dangerous or not, and whether behavior is bothersome or not.

B. Not Dangerous

1. Bothersome behavior
   a. Sit down with the person and attempt to reason.
   b. Do not argue the individual out of hallucinations or delusions.
   c. Have another staff member within viewing distance if you are not certain of the individual's reaction.
   d. Do not corner the individual. Allow him or her space to easily leave the building.
   e. If disturbance continues, firmly tell the person his behavior is inappropriate and that he will have to leave.
   f. If the individual refuses to leave, get assistance from another staff member or if need be, call the police.

2. Not bothersome
   a. Ignore unusual behavior if not disturbing others.

C. Dangerous

1. Notify Librarian's Office or person in charge of building.
2. Call police.

D. Handling them

1. Talk in a firm, commanding voice.
2. Do not touch patron! (Depersonalization). This is something that often happens - the psychotic will be having a hard time holding themselves together. If you touch them they may weird out!
3. If they do not respect your command, call police.
4. Be consistent in how you treat everyone!
5. Inform your supervisor whenever you've had to deal with a problem patron.

VII. ALCOHOL

A. Definition

1. Anyone carrying a bottle of beer, wine or liquor in the library (including in the rest rooms) should be considered a problem patron.
2. Judgment should be exercised in the case of people who smell of alcohol. If the patron's behavior is not otherwise offensive, then there's no problem. If, on the other hand, the patron is loud, obnoxious, or in some other way behaving improperly, guideline steps should be followed.

B. Guidelines

1. The staff member who notices a patron who is drunk or drinking in the library should decide whether to handle the problem him or herself or request help from other employees. The patron should be asked to leave the library because 'drinking is inappropriate in a public library.'
2. If the patron refuses or the staff feels the patron is too dangerous to be dealt with, the police should be called. The police will decide whether to take the person to Buckley House or, if the person is violent, the police will arrest him or her.

VIII. DRUGS

A. Definition

1. It is not always obvious whether a person who is acting strangely is under the influence of drugs or suffering from a more permanent psychological problem.
2. Someone behaving in a particularly bizarre fashion might be assumed to be under the influence of drugs, because people with everyday psychic disorders of such an extreme nature are probably not out on the streets.

B. Guidelines

1. The patron shouldn't be made to feel threatened, as this will only make the situation worse.
2. White Bird should be called immediately. They are trained to determine the nature of the problem and are equiped to deal with people under these circumstances.

IX. WEAPONS

A. Definition

1. Oregon law now states that it is illegal to carry a dangerous weapon in a public building.
2. According to the police, a knife is not a dangerous weapon, and a gun must be loaded to be considered dangerous.
3. For our purposes, a knife worn on a patron's belt will be allowed in the library. However, a knife held in a threatening manner is definately a problem. Any gun in the library will be considered a problem also.

B. Guidelines

1. Call the police immediately.
2. Before the police arrive, the staff is responsible for protecting other patrons in the building.

AGENCY LIST:

BUCKLEY HOURS, INC. (343-6512) Alcohol detoxification center
CARES REFERRAL CENTER (1-800-452-7041) For psychological problems
FIRE DEPARTMENT (344-2211) For fires and heart attack treatment
POLICE DEPARTMENT (687-5111)
SACRED HEART HOSPITAL (Emergency Dept. 686-6931)
WHITE BIRD SOCIOMEDICAL AID STATION (342-8255) drug related problems

Program Criteria — Lewis and Clark Library

Lewis and Clark Library strives to provide programs of wide spread community interest and a consistent level of quality. Our programs are designed to inform, educate, explore various aspects of culture and serve as a recreational outlet. We also hope to introduce new people to the library, showcase library services for those unable to physically visit the library, and use the library a vehicle for other community groups and agencies to reach the public.

The library is the one agency in the community whose primary purpose is that of serving the public's need for information. As such, it is incumbent upon us to make effective use of various information formats. Introductions, overviews, etc. are often best presented in media other than print while print offers individuals the potential to explore issues in greater depth. Programs (such as discussions, films, workshops, performances, storytelling, etc.) offer us the potential to reach more people at one time and to use the most appropriate format.

In an attempt to expand our programming capability, we will use both volunteers and a category of co-sponsorship. A co-sponsored program is one in which our only involvement is in making the arrangements, providing space, and advertising the program. If our staff is involved in development or presentation of the program, it is then a library sponsored program.

When seeking co-sponsorship, staff will use the following additional guidelines:

1. All programs will be open to the public with no admission charge.
   a. Classes, workshops, etc., involving outside resources may have a nominal tuition fee for instructors, etc.

2. Reasonable attempts should be made to showcase the library as a continuing resource center for further exploration of issues.

3. The qualifications and "credentials" of those other than library staff will be evaluated.

4. We will attempt to seek objectivity and balance in programs dealing with public issues. This may be accomplished within a program or through the potential of several programs.

5. Attendance figures will be provided.

Public Library - High School Student Relationships

Malheur County Library

Local high schools have their own libraries. The library's recommended policy in serving students is designed to give maximum service without decreasing service to others who have no other library service available.

1. Give directions for finding books, periodicals, and the like, rather than obtaining these items for the student.

2. Recommend procedures of finding material on a subject. Students may be referred to the card catalog, periodical index, encyclopedia, or bibliographies and shown how to use them if necessary.

3. Students who request information by telephone for school assignments should be courteously asked if it is possible for them to come to the library and do the work for themselves. It, in the opinion of the one answering the telephone, the student has sufficient reason for not being able to do his own work, the request should be taken and filled in the usual manner.

4. Students are to be discouraged from visiting and talking if they are bothering other users. They should be warned courteously and, if the disturbance is continued, asked to leave the library.

Public Records Inspection and Copying

Spokane Public Library
Approved July 12, 1976

1. PURPOSE:

To provide procedures for Spokane Public Library to be followed when requested to provide access to public records for inspection and copying. These procedures are required to assure uniform compliance with the provisions of Chapter IV of Initiative Measure 276.

2. ORGANIZATIONS AFFECTED:

All Spokane Public Library facilities: Main Library Departments, Mobile Services, and Branch Libraries

3. REFERENCES:

1. Initiative Measure 276: Paragraphs 5,6, and 11 of Section 1; paragraphs 1, 24, and 25 of Section 2; all of Sections 25 through 34; paragraphs c and f of Section 39; Sections 40, 41, 44, 45, 46, 47, and 79.
2. Revised Code of Washington, Title 42; paragraphs 5, 6, and 11 of RCW 42.17.010; paragraphs 1, 24, and 25 of RCW 42.17.020; all of RCW 42.17.250 through RCW 42.17.340; paragraphs c and f of RCW 42.17.390; RCW 42.17.400; RCW 42.17.410; RCW 42.17.440; RCW 42.17.450; RCW 42.17.900 through RCW 42.17.920.

4. POLICY:

It shall be the policy of Spokane Public Library to follow the guidelines specified by Initiative 276 as codified in RCW 42.17 in accordance with the procedures hereinafter set forth.

5. RESPONSIBILITY:

1. All Spokane Public Library personnel are responsible for following the guideliens established in this procedure. They are to provide prompt response to requests for access to public records within the procedures outlined herein.
2. The Accountant III (Business Manager) is responsible for establishing and auditing this procedure, for initiating and maintaining a precedent file, and for providing assistance to the Library Director, Assistant Library Director, Department Heads, and Branch Librarians in complying with this procedure.
3. All requests for information shall be referred to the Spokane Public Library Business Office, West 906 Main, Spokane, Washington, 99201, since the vast majority of the Spokane Public Library records and cumulative statistics are maintained there.

6. DISCLOSURES:

All identifiable records as defined in RCW 42.17.260 (24) and (25) in the custody of Spokane Public Library shall be made available for public inspections during customary office hours, except for exemptions noted in RCW 47.17.310.

1. Where practical, exempt information will be deleted from a requested record so that the balance may be disclosed.
2. A requestor who objects to deletion of exempt information should be referred to the Library Director for a formal written response to the complaint.
3. RCW42.17.260 (5) prohibits access to lists of individuals for commerical purposes. When such lists that could possibly be used for commercial purposes are disclosed, the requestor will be required to sign an affidavit that he will not use the list for commercial purposes or disclose it to others for commercial purposes.
4. Except as noted in 3 above, no person shall be required to identify himself or state his purpose in order to inspect or copy a public record.
5. No distinction shall be made between requests from individuals or from representatives of organizations.
6. No fee shall be charged for inspection of public records. Searching fees such as those authorized by RCW 36.18 shall be levied only when the requestor cannot clearly identify the document he seeks or declines an opportunity to conduct his own research.
7. Public records shall be made available without disrupting the essential functions of the office. Spokane Public Library employees who feel that essential functions will be interrupted shall consult their supervisor.
8. Spokane Public Library shall adopt reasonable rules to protect public records from disappearance, disorganization, mutilation or damage, or destruction.
9. Spokane Public Library may adopt reasonable rules regarding retrieval of a record from an off-premises storage so that no more than one trip per week to the remote site is required.

7. DENIALS:

1. All formal denials shall be made by the Library Director in writing. A printed explanation of exemptions may be available for instant distribution to the requestor.
2. Persons requesting access to records which may be exempt from public disclosure are to be given a printed explanation of exemption and/or be referred to the Library Director who will resolve all questions concerning records disclosure after consulting with the Chairman of the Board of Trustees of Spokane Public Library and/or Corporation Counsel of the City of Spokane.
3. Individuals should not attempt to contact the Corporation Counsel directly; all requests for legal interpretation will be referred to the corporation counsel of the City of Spokane by the Library Director.
4. RCW 42.17.310 exempts most records of a personal nature from disclosure. It is as important to safeguard individual privacy as it is to open the activities of Spokane Public Library to public scrutiny.
5. RCW 42.17.310 also exempts many records that must be kept confidential to safeguard vital government interests.
6. When a facility or department of Spokane Public Library has only a duplicate or secondary record, the requests may be referred legitimately to the source holding the primary copy. For example, original (primary) copies of signed contracts and leases are filed in the Business Office located in the Main Library.

8. COPY CHARGES:

1. No facility shall provide free copies to any person or organization except to other government agencies or as otherwise provided by law.
2. When the requestor requires certified copies, fees shall be regulated by existing statutes.
3. No facility shall charge fees other than those provided below for non-certified copies:
   8 1/2" X 14" or smaller produced by staff on Microfilm Reader Printer or the IBM Copier II, dry film printer, or other similar copy machine determined by the Business Manager to have roughly equivalent costs -- 20¢ per page.
4. Copies shall be provided while the requestor waits if reproducing facilities exist in the immediate area and no special machine warm-up or set-up is required.
5. When special machine warm-up or set-up or a trip outside the immediate area is required the copies shall be run in conjunction with regular agency work and provided by the end of the following business day.
6. When a requestor has an urgent need for a copy requiring special machine warm-up or set-up or a trip outside the immediate area, the requestor may be granted priority service for an additional fee of $1.00 if this can be accomplished without disrupting essential functions.
7. When a requestor asks that copies be mailed, a fee of 50¢ for the first ounce and 1[illegible]¢ for each additional ounce shall be imposed.
8. The Accountant III (Business Manager) shall have authority to make exceptions to the above fee schedule where required in special circumstances in order that the fees charged shall reflect actual costs to Spokane Public Library.

9. CASHIERING:

1. Cash receipts will be given for all money received for copies provided by staff of Spokane Public Library. A duplicate receipt shall be retained in the office receiving the money.
2. The Business Office shall keep a record of receipts for copies of public records.

10. PUBLISHED PROCEDURES:

1. Each Library shall display detailed procedures as outlined in RCW 42.17.250.
2. Each Library shall make available current indexes required by RCW 42.17.260 (2) unless to do so would be unduly burdensome.
3. Each Library regarding index maintenance as unduly burdensome shall comply with RCW 42.17.260 (3).

Regional Library Service Center

North Central Regional Library
Adopted April 1962
Revised March 1973

A. The supervision of all phases of Regional Library service is carried out at the Service Center.

1. The Administrative Services Department carries out library policy, keeps statistical and financial records, and administers personnel functions.

2. The Extension Department has general charge of all community libraries.

3. The Mail Order Department provides service to residents on rural postal routes and homebound library users who request such services.

4. The Technical Services Department has responsibility for reference request and technical processing activity.

5. The Youth Services Department co-ordinates services to children and young people and is responsible for maintaining liaison with youth institutions and schools.

6. The Audio-Visual Department promotes and circulates audio-visual materials to community libraries and individual patrons.

Sales In the Library

Corvallis Public Library
Adopted October 25, 1966

In general articles will not be offered for sale to either the Staff or Public in the Library. Exceptions to this rule, at the discretion of the Board, would be materials or memberships directly related to Library sponsored or oriented groups.

16 mm Projector Use

Klamath County Library
Approved September 7, 1976

Projector may be used in the Klamath County Library meeting room by any organization that schedules a meeting and asks for the projector far enough in advance to allow their projectionist to receive instruction from a Library Staff member.

This projector may be used by any County or City Agency anytime that is has not been previously scheduled. In the case of a County Agency it is not imperative that the projector be used in the meeting room, however, the same rules for instruction will apply.

FREE ACCESS TO LIBRARIES FOR MINORS
An Interpretation of the Library Bill of Rights

Some library procedureds and practices effectively deny minors access to certain services and materials available to adults. Such procedures and practices are not in accord with the LIBRARY BILL OF RIGHTS and are opposed by the American Library Association.

Restrictions take a variety of forms, including, among others, restricted reading rooms for adult use only, library cards limiting circulation of some materials to adults only, closed collections for adult use only, and interlibrary loan service for adult use only.

All limitations in minors' access to library materials and services violate Article V of the LIBRARY BILL OF RIGHTS, which states that, "The rights of an individual to the use of a library should not be denied or abridged because of his age...". Limiting access to some services and materials to only adults abridges the use of libraries for minors. "Use of the library" includes use of, and access to, all library materials and services.

Restrictions are often initiated under the assumption that certain materials are "harmful" to minors, or in an effort to avoid controversy with parents who might think so. The librarian who would restrict the access of minors to materials and services because of actual or suspected parental objection should bear in mind that he is not in loco parentis in his position as librarian. Individual intellectual levels and family backgrounds are significant factors not accommodated by a uniform policy based upon age.

In today's world, children are exposed to adult life much earlier than in the past. They read materials and view a variety of media on the adult level at home and elsewhere. Current emphasis upon early childhood education has also increased opportunities for young people to learn and to have access to materials, and has decreased the validity of using chronological age as an index to the use of libraries. The period of time during which children are interested in reading materials specifically designed for them grows steadily shorter, and librarians must recognize and adjust to this change if they wish to maintain the patronage of young people.

The American Library Associatin holds that it is the parent--and only the parent--who may restrict his children--and only his children from access to library materials and services. The parent who would rather his child did not have access to certain materials should so advise the child.

The world "age" was incorporated into Article V of the LIBRARY BILL OF RIGHTS as a direct result of a pre-conference entitled "Intellectual Freedom and the Teenager," held in San Francisco in June, 1967. One recommendation of the pre-conference participants was, "That free access to all books in a library collection be granted to young people." The pre-conference generally concluded that young people are entitled to the same access to libraries and to the materials in libraries as are adults and that materials selection should not be diluted on that account.

This does not mean, for instance, that issuing different types of borrowers cards to minors and adults is, per se, contraty to the LIBRARY BILL OF RIGHTS. If such practices are used for purposes of gathering statistics, the various kinds of cards carry no implicit or explicit limitations on access to materials and services. Neither does it mean that maintaining separate children's collections is a violation of the LIBRARY BILL OF RIGHTS, provided that no patron is restricted to the use of only certain collections.

The Association's position does not preclude isolating certain materials for legitimate protection of irreplaceable or very costly works from careless use. Such "restricted-use" areas as rare book rooms are appropriate if the materials so classified are genuinely rare, and not merely controversial.

Unrestrictive selection policies, developed with care for principles of intellectual freedom and the LIBRARY BILL OF RIGHTS, should not be vitiated by administrative practices which restrict minors to the use of only part of a library's collections and services.

Adopted by the ALA Council
June 30, 1972

THE FREEDOM TO READ
Revision Adopted ALA Midwinter 1972

The freedom to read is essential to our democracy. It is continously under attack. Private groups and public authorities in various parts of the county are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expressoin is no longer valid; that censorship and supression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propoganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrafice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at supression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and prevading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with supression.

And yet supression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintian themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No

society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existance of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of

opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the pricipal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religions views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins, or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

Adopted June 18, 1948 by the ALA Council

Amended February 2, 1961, and June 27, 1967 by the ALA Council

WASHINGTON LIBRARY ASSOCIATION
STATEMENT ON FREEDOM TO READ

The Washington Library Association, concerned with the trend toward censorship, makes this statement of principle approved by the membership at the 1959 annual meeting.

The freedom to read is essential to our democracy and the suppression of this freedom is never more dangerous than in time of crisis and social tension. Now, as always in our history, books are among our greatest instruments of freedom. For this reason librarians throughout America have proclaimed that it is in the public interest for libraries to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Moreover we believe that the present laws dealing with obscenity, like all other laws, should be enforced. Where existing laws are found to infringe on the constitutional rights of the individual, such laws should be repealed or amended. We believe there is no place for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. Individuals, of course, may refrain from reading, and they may urge others to refrain from reading books which they do not approve. The public library serves many and varied groups of people, whose tastes and reading ability differ widely. It cannot, to satisfy one group, sacrifice the interest of others. Public opinion tends to change with time and circumstance. Librarians do not claim to be exempt from these transitory currents of feeling, but they believe that public opinion, even when shared by themselves, is scarcely a safe guide for book selection and exclusion in a library with a duty toward the future as well as the present.

We believe that the library as the guardian of the people's freedom to read must contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic beliefs of an individual or a group will sometimes collide with those of another individual or group. In a free society each individual should be free to determine for himself what he wishes to read. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

Because we believe these principles are the very foundation of the free public library system in America the Washington Library Association will oppose strongly all legislation which directly or indirectly sets up censorship in any form which could interfere with the adult individuals's right to read material of his own choice.